

STANDARD INSTALLATION TOPIC EXCHANGE SERVICE



RELOCATION INFORMATION FOR

Kaiserslautern
Germany

Information Date
February 18, 2003

Visit the SITES Web Site at
<http://www.dmdc.osd.mil/sites>

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Installation

Installation Overview

415th Base Support Battalion ATTN: AEUSG-KL-ACS, APO AE 09227

Kaiserslautern is located in the German State of Rheinland-Pfalz which lies in the southwest part of the country. The Rheinland-Pfalz borders on France, Luxembourg, Belgium, and the German States of Saarland, Nordrhein-Westfalen, Hessen and Baden-Wurttemberg. The Kaiserslautern Military Community (KMC) is unique because it is the largest overseas military community, and it is a combined branch (Army-Air Force) community.

LOCATION: Kaiserslautern, Germany is 80 miles southwest of Frankfurt, Germany and 295 miles northeast of Paris, France. The city lies in the Rhineland-Pfalz State of Germany and is a crossroads to many parts of Europe.

EUROPEAN COMMAND: US ARMY EUROPE (USAREUR) Mission: Peacetime Missions - * Command Assigned US Army Forces in Theater * Deter aggression by maintaining combat ready, forward deployed ground combat forces. * Maintain capability, in conjunction with host nations, to receive and support reinforcing forces entering theater. * Plan for and execute contingency missions as directed. * Ensure adequate living and working conditions for soldiers, civilians, and their families.

Wartime Missions - * Command assigned US forces in theater. * Coordinate expansion and operation of wartime lines of communication. * Receive and process reinforcing forces and equipment. * Provide logistical support to US Army Forces in theater.

MAJOR COMMAND: 21st Theater Support Command (TSC) Mission: The mission of the 21st Theater Support Command is to provide logistical and supply support to all elements within the European Theater of Operations. The mission of the 29th Area Support Group is to provide for the storage and issue of this support.

KAISERSLAUTERN POPULATION
ASSIGNED/SERVED: 43,707 Military Members, Family Members and DOD Civilians.

HISTORY OF THE MILITARY COMMUNITY:
Kaiserslautern is the largest military community outside the continental United States. We are a

combined community consisting of Army and Air Force components. The Kaiserslautern Military Community (KMC) consists of Army facilities at Kleber, Panzer, and Daenner Kaserne, Vogelweh, Landstuhl, Miesau, Pirmasens, Rhine Ordnance and Pulaski Barracks along with Air Force facilities located at Ramstein Air Base, Einsiedlerhof, Sembach and Kapaun Air Station.

Kaiserslautern is also the home of the 21st TSC which is the largest forward-deployed logistical command in the United States Army. Comprised of seven major subordinate commands, the 21st TSC carries out multiple missions within the entire European theater: direct and general maintenance and supply; total distribution, storage and maintenance of propositioned material; military police support; movements control and material management for the theater. With the hard work that accompanies their vast array of mission, soldiers of the 21st find welcome relaxation in their adopted home of Kaiserslautern.

For information about Kaiserslautern, the 21st TSC, or Landstuhl Regional Medical Center, do a web search on the Internet. Information is abundant.

Please see below for additional web site information

| |
|------------------------------------------------------------------------------------|
| Name: 21st TSC Web Site Information |
| WWW Link: http://www.21tsc.army.mil |

| |
|-------------------------------------------------------------------------------------------------------|
| Name: 415th Base Support Battalion |
| Address: Unit 23152 |
| ATTN: AEUSG-KL-ACS |
| City: 09227 |
| Phone: 011-49-631-5366476 |
| FAX: 011-49-631-5366591 |
| DSN Phone: 489-6476 |
| DSN FAX: 489-6591 |
| E-Mail: site1675@cmtymail.26asg.army.mil |
| WWW Link: http://www.kaiserslautern.army.mil |

| |
|------------------------------------------------------------------------|
| Name: Army's Home Page |
| WWW Link: http://www.army.mil |

| |
|--------------------------------------------------------------------------------|
| Name: Defense Manpower Data Center |
| WWW Link: http://www.dmdc.osd.mil |

| |
|----------------------------------------------------------------------------------------------------------------------------------------|
| Name: Landstuhl Regional Medical Center Website Information |
| WWW Link: http://www.landstuhl.healthcare.hqusareur.army.mil/ |

| |
|------------------------------------------------------------------------------|
| Name: SGT MOM'S PLACE - Military Life explained by a Military Spouse! |
|------------------------------------------------------------------------------|

| |
|------------------------------------------------------------------------------|
| WWW Link: http://www.sgtmoms.com |
|------------------------------------------------------------------------------|

| |
|--------------------------------------------------|
| Name: United States Army Europe Home Page |
|--------------------------------------------------|

| |
|--------------------------------------------------------------------------------------------|
| WWW Link: http://www.hqusareur.army.mil |
|--------------------------------------------------------------------------------------------|

Must Know Items

For more information on this subject:
Drivers Manual (USAREUR Pamphlet 190-34)
<http://rmv.hqusareur.army.mil/newregs.htm>

PRIOR TO ARRIVAL:

You should be made aware of changes to the Status of Forces Agreement (SOFA) that will impact you and your family members' stay in our community: all incoming U.S. Forces personnel and their family members must have a State issued driver's license prior to arrival in Germany or said person will pay for a German issued driver's license in order to drive. The current cost for this is approximately 1278 Euro or roughly \$1,200 at an exchange rate of 1.0977 Euro to \$1. For further details refer to the "Regulations" section.

Families with children or spouses with disabilities should check for eligibility and/or enrollment procedures for Social Security Administration, financial counselor, EFMP Coordinator or legal office for further information. It is imperative that any possibility of eligibility be established BEFORE leaving the United States. NOTE: IT IS NOT POSSIBLE TO SIGN-UP FOR SSI ONCE OVERSEAS.

See "Relocation Services - Exceptional Family Member Program" for details on enrollment and screening.

ARRIVAL: There are two scenarios -

1. When you arrive at the MAC terminal in Frankfurt Germany, you will be greeted by a representative of the 64th Replacement Detachment Center, Bldg 368, across from the MAC terminal. After baggage and pets are collected, you will be directed to luggage claim and then to the processing area. Pets can be picked up at the Passenger Service Center directly around the corner from the arrival gate. If your pet is ill or injured upon arrival, you can contact the vet. At bldg. 368, you place luggage in the luggage holding area and walk into the processing center. A briefing is conducted when all military personnel are seated. This lasts approximately thirty minutes. In-

processing takes four hours. All military members will be processed through 64th Replacement Detachment (except LTC and above and WO4s and above), even if you have a pinpoint assignment.

2. If you arrive at Frankfurt International Airport (The other side of the runway from Rhein-Main AB), you should walk through customs, claim your luggage and locate the USO lounge on the lower level of Terminal C. The USO can then direct you to the free shuttle bus to Rhein-Main AB.

Once in-processing is complete, you load luggage on the sponsorship bus which will take you to your new duty station. This bus is for military members and their families. A key point to know about the bus from Frankfurt to the KMC is that pets must ride in the bus luggage bin on the underside of the bus. Alternate transportation for family members and pets may be available; one should contact their sponsor. The 64th Replacement Detachment will notify the community processing center of incoming personnel. When you arrive at the KMC Processing Center (Kleber, Bldg 3245), you will be briefed on the in-processing procedures which will cover your first few weeks in the community. This briefing lasts approximately thirty minutes. You will be given a welcome packet at this time. Your family may wait in the USO lounge during this briefing. The School of Standards will notify your new unit of your arrival. If you are stationed on Miesau Army Depot or Landstuhl Medical Center, the sponsorship bus will transport you to designated pickup points at those locations. Those stationed at the remote site of Pirmasens will have a unit representative meeting them at Kleber.

Inprocessing

POC: Central Processing Facility

Location: Kleber Bldg 3245

Hours: Mon - Fri, 0700 - 1630, Closed for lunch 1200-1300

Phone: 483-7372/8342/7454

TEMPORARY HOUSING:

Temporary housing is always scarce near the KMC. Therefore, concurrent travel is discouraged for families requiring large apartments with four or more bedrooms. The sponsor should assist in obtaining private rental housing prior to family departure from CONUS to avoid financial and other hardships due to expense and difficulty finding temporary family quarters. Permanent rental quarters can usually be obtained within the allowed temporary lodging limits.

Temporary lodging is available through the local billeting offices. Temporary Lodging Allowance (TLA) is also available for a limited time. Check with the housing office.

For more details on housing, see the "Housing" section.

COST OF LIVING:

PCSing entitles you, the military member and your family, to certain benefits. One of the benefits is the Cost of Living Allowance (COLA). The amount of COLA will fluctuate in accordance with the change in the Euro rate.

For a listing of additional benefits available to you, see "Relocation Services - Financial Preparedness" section.

The projected waiting time for Government Quarters is anywhere from 0-12 months. For more details see "Housing - Government Housing" section.

CHILDCARE:

The Army oversees four center-based child development programs and the Airforce operates three. The Child and Youth Liaison, Education and Outreach Services (CLEOS) office can assist you in all areas of childcare to include the referral of civilian and private childcare programs, ie. Montessori schools, German Kindergartens, etc.

Additional information may be found under the "Child and Teen Services" section.

!!!! HOT !!!!

CYS Waiting List Guidance for Incoming Families:

Child care availability in USAREUR varies from one installation to the next. Some communities have significant child care waiting lists. Soldiers and DoD civilians who are on pinpoint orders to USAREUR may contact the Child and Youth Services (CYS) Central Enrollment Registration Office (CER) at their gaining installation to register their child(ren) on the child care waiting list 60-90 days prior to their arrival. To sign up, parents should fax a copy of their orders to the gaining CER office. (IN KAISERSLAUTERN, ENROLLMENTS ARE DONE BY CLEOS, DSN 489-6142)

Please refer to the Child and Teen Services section of this file for phone numbers for the CER. The family's date of arrival at the gaining installation

becomes the sign-up date and will determine placement on the waiting list. Please call your local CER office for more information.

HOME-ALONE POLICIES:

As per USAREUR Child-Supervision Policy effective 15 Jun 2001:

Children in the fifth grade and below require adult supervision. Children in the sixth grade and above may be left alone and may babysit siblings if they have ready access to adult supervision. Children in the seventh grade and above may babysit siblings if they have ready access to adult supervision. Subordinate commanders may supplement this policy with local guidance.

CURFEWS:

On all military installations, the curfew for children up to 16 years of age is 11:00 PM Sunday through Thursday and 12:00 PM on Friday and Saturday.

In the event that curfew is broken, the Military Police (MP) will transport the minor to the MP station and then call the parent/s to have them picked up.

SCHOOLS:

| 2002/2003 | DoDDS | SCHOOL | YEAR |
|------------------------------|-------|-----------------------------------------|------------------|
| CALENDAR | | | |
| First Semester | | | |
| Monday, August 26, 2002 | | Begin first quarter | |
| and first semester | | | |
| Monday, September 2, 2002 | | Labor Day | federal holiday |
| Monday, October 14, 2002 | | Columbus Day | |
| federal holiday | | | |
| Thursday, October 31, 2002 | | End first quarter (47 instruction days) | |
| Friday, November 1, 2002 | | No school | teacher work day |
| Monday, November 4, 2002 | | Begin second quarter | |
| Monday, November 11, 2002 | | Veterans Day | |
| federal holiday | | | |
| Thursday, November 28, 2002 | | Thanksgiving | |
| federal holiday | | | |
| Friday, November 29, 2002 | | Thanksgiving recess | |
| Monday, December 23, 2002 | | Begin winter recess | |
| Wednesday, December 25, 2002 | | Christmas | |
| federal holiday | | | |

Wednesday, January 1, 2003 New Year's Day
 federal holiday
 Monday, January 6, 2003 Instruction resumes
 Monday, January 20, 2003 Martin Luther King,
 Jr. Day federal
 holiday
 Thursday, January 23, 2003 End 2nd quarter (45
 instruction days);
 end 1st semester (92 instruction
 days)
 Friday, January 24, 2003 No school teacher
 work day
 Second Semester
 Monday, January 27, 2003 Begin third quarter
 and second semester
 Monday, February 17, 2003 Presidents' Day
 federal holiday
 Thursday, April 3, 2003 End third quarter (48
 instruction days)
 Friday, April 4, 2003 No school teacher work
 day
 Monday, April 7, 2003 Begin spring recess
 Monday, April 14, 2003 Instruction resumes
 begin 4th quarter
 Monday, May 26, 2003 Memorial Day
 federal holiday
 Thursday, June 12, 2003 End 4th quarter (43
 instruction days);
 end 2nd semester (91 instruction
 days)
 Friday, June 13, 2003 No school teacher
 work day; last day
 for nonadmin educator
 personnel
 2003/2004 SCHOOL YEAR

Monday, September 1, 2003 Labor Day - Federal
 Holiday
 Tuesday, September 2, 2003 Begin First Quarter
 and First Semester
 Monday, October 13 Columbus Day -
 Federal Holiday
 Thursday, October 30 End of First Quarter
 Friday, October 31 No school for students -
 teacher work day
 Monday, November 3 Begin Second Quarter
 Tuesday, November 11 Veteran's Day -
 Federal Holiday
 Thursday, November 27 Thanksgiving -
 Federal Holiday
 Friday, November 28 Thanksgiving Recess
 Holiday
 Monday, December 22 Begin Winter Recess
 Wednesday, December 25 Christmas - Federal
 Holiday

2004

Thursday, January 1 New Year's Day -
 Federal Holiday
 Monday, January 5 Instruction Resumes
 Monday, January 19 Martin Luther King Jr.
 Day - Federal Holiday
 Thursday, January 22 End of Second Quarter
 and First Semester
 Friday, January 23 No school for students -
 teacher work day
 Monday, January 26 Begin Third Quarter
 and Second Semester
 Monday, February 16 President's Day -
 Federal Holiday
 Thursday, April 1 End of Third Quarter
 Friday, April 2 No school for students -
 teacher work day
 Monday, April 5 Begin Spring Recess
 Monday, April 12 Instruction Resumes -
 Begin Fourth Quarter
 Monday, May 31 Memorial Day - Federal
 Holiday
 Thursday, June 10 No school for students -
 teacher work day
 End of Fourth Quarter and
 Second Semester

Starting Date for 2004/2005 School Year: August 30, 2004

Graduation requirements: 24 CREDITS. Language
 arts = 4, Mathematics = 3, Science = 3, Social
 Studies = 1.5, American History = 1, American
 Government = .5, Career = 1, Fine Arts = 1, Health =
 .5, Physical Education = 1, Computer = 1, Electives =
 4.5 and Second (foreign) language = 2.

To enroll in any Department of Defense Dependent
 School (DODDS), all students must have a certificate
 of immunization status, verified at the local medical
 facility, before they are allowed to attend classes.
 Current immunizations required are measles, mumps,
 rubella, DTP, and polio. Upon enrollment, student
 must have a birth certificate or up-to-date passport,
 ID card of sponsor, and sponsor's orders indicating
 names of family members being enrolled.
 Stepchildren must have a copy of the sponsor's
 marriage certificate provided as proof of the student's
 eligibility as a tuition-free/space-required student.
 Students residing in a district outside the KMC must
 attend school in that district. In special situations, the
 district superintendent may grant an exception to the
 commuting area or walking distance criteria. Pre-
 registration takes place in April and school
 registration normally takes place in August. Consult

registration schedule published in the Kaiserslautern American Newspaper upon arrival or go to the school in your district. FOR CHILDREN ON INDIVIDUAL EDUCATION PLANS (IEP), request the child's IEP and handcarry it. DO NOT ship it with your household goods.

The DODDS system is our primary educational resource established by DOD to provide a free appropriate public education overseas, command-sponsored DOD dependents. Parents who elect to enroll their children in private schools, host nation schools or even home schools may also enroll their children in DODDS on a part-time basis to permit them to complete graduation requirement or obtain a course required for admission to a specific post-graduation program. Accordingly, home schooled students are authorized to attend DODDS classes for any courses needed to support their academic schedule. There are numerous options available to meet each child's needs; parents need to ensure they get their child enrolled in the program best for them. All military and DOD civilian personnel who do not enroll their children in DODDS should notify their commander of their intentions within 30 days of their child's arrival to the KMC.

All DODDS schools are required to provide a variety of supplemental programs for exceptional children and to have routine medical diagnostic screening tests (e.g. hearing, vision, etc) performed by school nurses, community health nurses and other medical personnel. Kaiserslautern is designated as a Category 4 community for the purposes of the Exceptional Family Member Program and offers all services attendant to that designation. FOR CHILDREN ON INDIVIDUAL EDUCATION PLANS (IEP), request the child's IEP and handcarry it. DO NOT ship it with your household goods.

The Kaiserslautern schools offer some after school extra-curricular activities. Refer to the education section for more information. For children 1st through 5th grade, there are four school-aged services/school-age care sites: Landstuhl, Ramstein, Kapaun and Sembach. A middle school program is available free of charge for 6th through 8th grade students before and after school and also on the weekends. For youth in grades 1 through 12, Youth Services offers a wide variety of leisure and social, sport and fitness activities, mentoring and support programs. All four youth programs, (Landstuhl, Ramstein, Sembach and Vogelweh), provide before and after school programs, summer and school vacation camps, field trips, dances and special events as yearly scheduled activities. For teens 13 through 18 years of age, the Teen Centers provide an

atmosphere where they can express themselves in a comfortable, relaxing center that is just for them.

PLEASE SEE "CHILD AND TEEN SERVICES" FOR MORE INFORMATION

PETS:

Germany has enacted a "Dangerous Dog Law" that affects certain breeds in specified locations. Please see "Pet Licensing" section for further details before making plans to ship your pet.

All pets must have a health certificate with a German translation. You can obtain these forms from stateside Vet offices. When you arrive you are required to register your pet at the vet clinic and maintain mandatory yearly shots in order to return your pet(s) to the States when you PCS back.

Pets are not allowed in Temporary lodging. A list of kennels/boarding places along with additional information may be found in the "Relocation Services - Pet Information" section. Please ensure that your sponsor is made aware that you have pets.

NEWCOMER'S BRIEFING:

Army Community Service (ACS) offers a newcomer's orientation class once every month. During this class, you will learn about the Kaiserslautern military community and what it has to offer. On the second day, you will be taken on a city bus ride and a walking tour of downtown Kaiserslautern. This class is targeted for family members that aren't able to accompany the service member during Headstart and also civilian employees.

TELEPHONE:

To dial a German location from the States, please follow the provided telephone example -

Tel # = Int'l Code + Country Code + Area Code (minus the first zero) + telephone number

This example only works for civilian numbers. To convert a military DSN telephone number into a civilian telephone number follow the conversion listing below:

International Dialing from CONUS: 011

Country Code for Germany: 49

Area Code: Depends on the location and is in parenthesis

Kaiserslautern:

Kleber/Daenner.....:DSN 483-xxxx
Civ (0631)-411-xxxx
Panzer.....:DSN 484-xxxx
Civ (0631)-413-xxxx
Landstuhl.....:DSN 486-xxxx
Civ (06371)-86-xxxx
Miesau.....:DSN 486-xxxx
Civ (06372)-842-xxx(last 3
digits)
Pirmasens.....:DSN 495-xxxx
Civ (06331)-86-xxxx
Ramstein.....:DSN 480-xxxx
Civ 06371-47-xxxx
Sembach.....:DSN 496-xxxx
Civ 06302-67-xxxx
Vogelweh.....:DSN 489-xxxx
Civ 0631-536-xxxx

Making Phone Calls to the United States:

1. Direct Dialing - Dial 001 + U.S. Area Code + U.S. local phone number. Your German phone account will be billed at the local German rate per minute after the U.S. number is answered. The rate is the same regardless of time of day or day of the week. There are a number of codes/services which can be used for direct dial calls, which make calling back to the States relatively inexpensive.

2. Collect call - Dial 0010. You will be connected to a German operator, who will speak English with you. If you hear a recording, hold the line. You will be connected as soon as one is free.) Tell the operator that you want to make a collect call and say the U.S. area code and local phone number that you are calling. The U.S. number you are calling will be billed for the call at a significantly higher cost than with a direct dial call.

3. Calling Cards - Several American long distance carriers (including AT&T, MCI and Sprint) offer international calling so that you may call the U.S. from Germany (and most other European countries) billed for the call on your account with them rather than on your local German phone bill. If you subscribe to one of these carriers, you should be provided with the European access numbers and information needed to call the U.S. through their service.

4. Call-back Services - A newer service recently offered. You make a contractual agreement with a private company who buys large blocks of telephone time. The company gives you your own personal

telephone number, which dials the States. You must then dial your personal "account" telephone number, let the number ring once then hang up. The number will then ring you back and prompts you to dial your number you wish to contact.

Making Phone Calls To Other Countries:

1. Direct Dialing - Dial Country Code + phone number. Again, your German phone account will be billed at a varied rate depending on country and time of day called. Generally, phone calls made after 6 p.m. are at reduced rate.

2. Collect Call - Use the same procedure as listed above in making collect calls to the U.S. (dialing 0010 for connection to the operator). Again, the number being called will be billed for the call at a higher rate than for a direct call.

3. Calling Cards - While such cards may be used for calls to other countries (and to other locations in GE), doing so may be tremendously expensive. In effect, you may be billed for double European - U.S. calls - first to connect with the phone service in the U.S. and then to connect onward to the number you are trying to reach in Europe. Improvements on international calling features may reduce these costs in the future. Contact the carrier with whom you have a calling card for more details. Another alternative available to you is purchasing prepaid calling cards.

4. Ring-back Services - In the case of calling other European countries would be much like the calling card. It would first ring the States, then connect back to you, then call the European Country from the States. In effect, double charging. Some Ring-back Services do offer the ability to call other countries, you must shop around.

MAIL:

The 90th PSB manages the US Army postal facilities which provides receptacle service to over 15,000 patrons through postal facilities with the KMC. Unfortunately, due to the large volumes of incoming mail and space limitations, our facilities do not allow for the storage of your incoming mail for extended periods. Incoming personnel are asked to take several steps to help alleviate this concern: 1. Do not mail parcels until you are within one week of PCSing. 2. Limit the number of parcels you mail in association with PCSing. 3. Notify your sponsor when forwarding parcels for PCSing. Either send a letter of authorization to your sponsor or first sergeant for authorization to receive the parcels you

send to yourself or send the parcel to yourself "care of" your sponsor. 4. Until your arrival, arrange to have your sponsor or first sergeant store your parcels until you secure temporary housing. 5. And remember to always fill out a change of address card prior to coming overseas.

B. Communications between overseas and stateside areas are limited and can get quite expensive. It is recommended that personnel complete lengthy processes, if at all possible, prior to leaving the States. These include situations as divorce, adoption, home purchases or sales, etc....

WEATHER:

Germany's temperatures are usually temperate where the low/high range in Spring/Summer is from the mid 70s to the high 90's and in Fall/Winter is from the low teens to the mid 60s. Annual Precipitation is approximately 25+ inches.

Winters (DEC-FEB) are normally a stormy, cool, wet, foggy and cloudy season, although there are often periods of cold, clear, and windy weather. During Spring (MAR-MAY) the cloudiness diminishes, visibility improves, and temperatures rise. Summer (JUN-AUG) is generally wet with frequent showers and occasional thunderstorms although there are periods of hot, dry weather. Fall (SEP-NOV) brings cool and cloudy conditions. Fall is the most likely time for extended periods of afternoon showers.

LOCAL CURRENCY AND EXCHANGE RATES:

As of 1 January 2002, 12 European countries have started utilizing a new currency, the "EURO". In Germany, France, Finland, Italy, Ireland, Luxemburg, the Netherlands, Austria, Portugal, Spain, and Greece the Euro is used. The exchange rate of the Euro fluctuates on a daily basis. The rate is fixed in Frankfurt each day and is announced over the Armed Forces Radio and Television Network. The rate is averaging Euro 1.00 - .90 to 1.00 to the dollar. To determine how much an item priced in Euro costs, divide the purchase price by the current exchange rate. Items purchased on the German economy are subject to a 16% Value Added Tax (VAT). The tax is included in the listed price of the item. If an item exceeds 50 Euro, U.S. Forces personnel may obtain tax relief. This must be agreed upon by the merchant. The goods or services must be for personal use only. VAT forms can be purchased ahead of time for a nominal fee and can be used at the time of purchase. Keep this in mind when making your

purchase, especially if it is an expensive item such as furniture.

CAR INSURANCE:

Automobile insurance is mandatory and expensive - proof of adequate insurance coverage is required to register your car. Please check with your stateside insurance company on the price of your car insurance before arriving. It could be less expensive with a company that caters to the military.

AUTOMOBILE CLUBS:

ADAC means Allgemeiner Deutscher Automobile Club. They have trained auto mechanics who travel the autobahns in bright yellow cars equipped with tools, auto parts and gasoline. They are part of the "Strassenwacht" nonprofit branch of the Association. In an emergency, the Strassenwacht as well as the police and ambulance service, can be notified quickly with a call on one of the many autobahn emergency telephones. The telephones, which are orange metal boxes enclosing two-way speakers and amplifiers, are located one kilometer apart on the entire autobahn system. The direction of the nearest phone is indicated by the little arrows atop small white poles spaced every 50 meters on the autobahn shoulder. To use the phones, simply open the small box door, and you are automatically connected to the nearest Federal Highway Office. The office operator will immediately dispatch those who can assist you. In case of mechanical breakdown, the Strassenwacht mechanics provide free labor to members of ADAC. Replacement parts are sold at cost. Wrecker service, if necessary is free up to a certain number of kilometers. Many other services are available to members, and membership is open to anyone at a yearly fee.

APPLIANCES:

For your appliances, Germany uses a different voltage than the United States. The U.S. runs on 110 volts, and Germany runs on 220 volts. You need to run your appliances through TRANSFORMERS, which are small electrical boxes that step down European voltage to American voltage for use with American appliances. Transformers can be purchased in Germany at your local thrift shops or exchanges. The higher the transformer wattage, the more costly the transformer will be. New transformers range in prices from \$50 up to \$200 each. Used transformers range in prices of \$12 to \$125. For a more complete

understanding of which appliance you should and should not bring, please see the "Relocation Services" section of this SITES. If purchasing items, ensure they are dual voltage (110-220/230 volts).

AUTO PARTS:

Bring small replacement parts especially if your car is an American model or an unusual foreign make. Car parts are available, but there is usually a waiting period.

CATALOGS:

Don't leave home without your mail order catalogs! Ship them to Germany in your Household Goods shipment. If you need extra petite clothes, bring a catalog for these types of clothing. Also send your favorite office/computer catalog, craft source catalog, gourmet foods and any other catalog that you think you'll need. There are some catalogs available to check out through the base libraries.

CHILD SAFETY SEAT:

See Automobile restraints in the "Regulations" section.

IMPORTANT PACKING NOTE:

Pack linens, blankets, and towels in your luggage to bring with you. Although temporary furniture is available for your use until your shipments arrive, linens are not. To prevent the possibility of being without sheets, blankets and towels until your baggage arrives, please remember to pack your own and bring it in your luggage or mail it to yourself at your unit. Your sponsor should be able to assist you with mailing information.

IMPORTANT DOCUMENTS (HANDCARRY):

See the "Relocation Services- Personal Record Checklist " section.

Must Know Items

| <i>--Installation--</i> | |
|-------------------------------------|----------------------------------|
| Site Name | Kaiserslautern |
| Last Updated | February 18, 2003 |
| Country | Germany |
| County | |
| ZIP Code | 09227 |
| Service | USA |
| Host Command | 415th BASE SUPPORT BATTALION |
| Physical Size | 350 |
| <i>--Phones--</i> | |
| DSN Country Code | 314 |
| DSN Number | 489-6476 |
| Commercial Country Code | 011-49- |
| Commercial Area Code | 631- |
| Commercial Number | 536-6476 |
| FAX DSN Country Code | 314 |
| FAX DSN Number | 489-6591 |
| FAX Commercial Country Code | 011-49- |
| FAX Commercial Area Code | 631- |
| FAX Commercial Number | 54385 |
| <i>--Official Mailing Address--</i> | |
| Street Line 1 | AEUSG-KL-ACS (RELO) |
| Street Line 2 | Unit 23152 |
| City | |
| Overseas P.O. | APO AE |
| ZIP Code | 09227-5000 |
| <i>--Deliverable Address--</i> | |
| Street Line 1 | Gebaude 2891 ACS |
| Street Line 2 | Pulaski Barracks |
| City | 67661 Kaiserslautern |
| State/Territory | |
| ZIP Code | |
| E-Mail | site1675@cmtymail.26asg.army.mil |

Geographically Separated or Satellite Locations

There are eight different Army installations comprising the KMC, and this SITES booklet addresses them all:

Kleber Kaserne, Daenner Kaserne, Panzer Kaserne, Landstuhl Regional Medical Center, Rhine Ordnance Barracks, Pulaski Barracks (next to Vogelweh), United States Materiel Command Center Europe (remote sight at Pirmasens), and Miesau (near Ramstein).

Nearby Installations (Listed Separately in SITES)

| <i>State/Country</i> | <i>Site Name</i> | <i>Service</i> | <i>Distance</i> |
|----------------------|------------------|----------------|-----------------|
| Germany | Baumholder | USA | 25 miles |
| Germany | Ramstein AB | USAF | 9 miles |
| Germany | Rhein-Main AB | USAF | 75 miles |

Regulations

For more information on this subject:

Driver's Testing Manual (USAREUR Pamphlet 190-34)

<http://rmv.hqusareur.army.mil/newregs.htm>

For more information on:

Driver's Testing Manual (USAREUR Pamphlet 190-34)

Please see the Detail/Record Listing Below:

OBTAINING A DRIVERS LICENSE:

Soldiers, Airmen, Family members, and civilian employees with an assignment to Germany are **STRONGLY ENCOURAGED** to arrive **WITH A VALID STATESIDE DRIVERS LICENSE**. The revised Status of Forces Agreement (SOFA) effective 1993, requires that all U.S. personnel assigned to Germany have in their possession, a **VALID** stateside driver's license in order to be eligible for licensing and operation of a Privately Owned Vehicle (POV) in USAREUR. Individuals who do not have a stateside license will be required to attend local driver's training on the economy at their own expense. Minimum age for operation of a POV in Germany is 18. All personnel must attend a drivers orientation course and take a written test on signs and right of ways. With a valid stateside licence, no road test is required. Study Manuals for the driver's test are available in unit orderly rooms. NOTE: Unit orderly rooms should be stocking sufficient copies. Ask your sponsor to acquire one for you or ask the S1. Current regulations state that drivers requesting a license to drive a motorcycle must receive specific training provided by a limited number of volunteer instructors. This can of course take months.

USAREUR DRIVER'S LICENSE:

A valid USAREUR driver's license, proof of insurance and car registration is needed to drive in Germany. ID cardholders **MUST** apply for an USAREUR driver's license at the community testing office. An applicant must attend a driver's orientation on Mondays, 0800 at Bldg 2932 in Pulaski BKS or on Wednesdays, 0845 at the ITC Center in Daenner Kaserne (closed American and German holidays). There is an orientation at "Inprocessing" on Wednesdays, 0930, at Kleber Kaserne, KCAC. Military members have priority at this briefing. Civilians and family members attend only on a space

available basis. A driver's manual is available to be checked out by the applicant at the orientation. An Application for USAREUR POV Operator's License (AE Form 190-IT) must be filled out, signed by the sponsor, and returned with a \$10.00 check or money order. Applicants must have a valid stateside license and pass a written exam, a road sign test and eye test.

If the applicant is an ID cardholder but does not have a valid stateside driver's license, a learner's program through a German driving company must be completed before driving in country is permissible. A German driver's license costs approximately 1278.00 Euro.

Drivers Testing

POC..... : 415th BSB

Location..... : Daenner Kaserne, Building 3170

Telephone..... : 483-7332

Hours..... : Monday-Friday 0700-1130, 1230-1530

(Closed American and German holidays)

Testing is Monday-Friday by appointment.

AUTOMOBILE RESTRAINTS:

A. Use of child safety restraint systems is mandatory while operating a POV in USAREUR. Germany has authorized the use of Department of Transportation (DOT) approved child restraint systems. This requirement extends from birth through twelve years of age. Children under the age of 13 years are not allowed to sit in the front seat of any vehicle under any circumstances. Seat belts are mandatory at all times. Failure to wear a seat belt can result in a fine, even for the first offense.

B. Seat belts are required for all persons riding in an automobile in Germany. The front seats must have both lap and shoulder harnesses.

TRAFFIC:

Driving in Europe presents many new and challenging experiences. Speed limits are not enforced on the autobahn unless posted; however, if a driver is involved in an accident and was traveling faster than 130 kph (80 mph), the insurance company has the right to withhold payment. Country roads are narrow and winding and require strict attention. Village streets and parking areas are also very narrow. All new personnel attend a new driver's orientation prior to obtaining a USAREUR license followed by a written test. Insurance rates in

Germany are high, although a discount is available with an accident-free driving record of ten years or longer. Obtain accident-free letters from your insurance company prior to leaving the States. Some stateside companies offer overseas insurance especially if they cater to the military forces. Check with your current policy holder for more information.

VEHICLE CHECKS:

Vehicles are subject to safety inspections once a year prior to registration renewal, or as indicated by the authorities. Security checks are often encountered when entering or leaving the local air bases. Strict laws are enforced concerning vehicle safety. A stiff fine can be imposed for those running out of gas on the autobahn.

ACCIDENTS:

Contact the local military police for accidents or incidents occurring on-post. Off-post accidents must be reported to the German authorities if an injury is involved.

CRIMINAL OFFENSES:

In Germany, service members are under jurisdiction of the Uniform Code of Military Justice (UCMJ). In cases of criminal offenses, German authorities have the right to exercise jurisdiction over US military personnel unless the offense was committed in the performance of official duty or unless the victim was a United States or a military /civilian personnel. Whether the German authorities exercise their right of jurisdiction depends on the circumstances of the case. US civilian employees and US dependents are always subject to German jurisdiction. In the case of civil actions, German courts have jurisdiction over all parties, regardless of nationality or military status. You may sue and be sued in German courts for such matters as failure to pay debts or breach of lease.

CRIME STOP:

Crime exists in Germany just as it does in the United States. Obviously more problems exist in larger, densely populated areas. You can protect yourself and your belongings by attempting to "fit" into the surroundings. Try not to look like a tourist. Learn German and speak English only if necessary. Be aware. Utilize Operation Identification by engraving your social security number on high-value items like your TV, VCR, or bicycle.

RESTRICTED AREAS:

Due to heightened security entrance to all Kaiserslautern Military facilities are by US Military ID, NATO ID, or passport. Be aware of documents needed before attempting to enter one of these facilities.

PHOTOGRAPHY:

Various locations are off-limits for photographic purposes. Check with the local Installation Coordinator for more information.

Passport, I.D./DEERS:

Before leaving your current station, family members and DOD civilians should be issued a no fee, SOFA passport. You must be in possession of a passport or other documentation as required by the immigration and naturalization authorities in order to enter Germany. Check with your servicing personnel office. Services in Kaiserslautern are on a walk-in basis. Birth registrations are completed by appointment.

PASSPORT OFFICE

POC..... : 90th PSC
Location..... : Kleber , Bldg 3245 Rm. 103
Telephone..... : 483-8892
Hours..... : 1300-1615 Monday-Friday

WALK IN

0830-1130 Monday-Friday

APPOINTMENT ONLY

PASS and ID OFFICE

POC..... : 90th PSC
Location..... : Kleber, Bldg 3245 Rm 102
Telephone..... : 483-7662
Hours..... : Mon-Wed & Fri, 0800-1130, 1300-1600;

Thurs 0800-1130

Closed Federal & USAREUR training holidays.

HUNTING & FISHING:

German laws concerning hunting and fishing are strict. Classes must be attended before a hunting or fishing license will be issued. Classes are offered at

the Rod and Gun Club of Vogelweh. Upon arrival, please consult the local military telephone number for their listing.

Fishing License

POC.....: Rod and Gun Club
Location.....: Vogelweh Bldg 2960
Telephone.....: Bar/Restaurant:DSN 489-6270;
Store :DSN 489-7274

OWNERSHIP AND USE OF PRIVATELY OWNED FIREARMS (POF) IN GERMANY:

German law now requires members of U.S. forces stationed in Germany to obtain a German Weapons Possession Card (Waffenbesitzkarte) to own and use a POF in Germany. USAREUR and German Government are working to establish registration procedures that will enable U.S. Forces personnel (including members of the civilian component and family members) to register POFs with German authorities through the USAREUR Registry of Motor Vehicles. Until these arrangements are in place, personnel with weapons that were not registered before 1 Apr 99 are being ordered to store their POF in their quarters and not to move them, except to a unit arms room or a Rod and Gun Club (after ensuring that storage space exists there). The only exception to this prohibition on movement is if the POF is covered by a valid Waffenbesitzkarte. Personnel moving to Germany from the U.S. are not to bring or ship POFs to Germany, but should arrange to store their weapons in the U.S. Updated guidance will be provided by Headquarters, USAREUR when details are finalized with German Government and procedures are in place to permit members of the U.S. Forces and civilian component to obtain the German Weapons Registration Card through the USAREUR Registry.

VEHICLE REGISTRATION:

To register a vehicle in Germany you will need:

1. Valid USAREUR driver's license
2. Valid ID card
3. Double white insurance card
showing the chassis number of your car.
4. A check or money order for registration fee
5. DD Form 788 from unit personnel office
6. Proof of ownership
(e.g. stateside or German registration)

Take these forms to the registration office. Fill out a "Registration of POV's and Leased Vehicles (AE FM 190-AA) as instructed by registration personnel. Vehicles are subject to a safety inspection once a year prior to registration, for renewal of registration or as indicated by the authorities. Strict laws are enforced concerning vehicle safety. Vehicles that do not pass a safety inspection must be repaired or registered non-operational.

Vehicle Registration

POC.....: USAF
Location.....: Bldg 2787
Kapaun AS (Vogelweh)
Telephone.....: 489-7542
Hours.....: 0700-1430
Comments.....: 0700-1430 WALK-IN
0730-1430 APPOINTMENTS

There is a \$15-\$20 fee for vehicle registration (check or money order).

INTERNATIONAL DRIVER'S LICENSE:

Not all countries require an International Driver's License but some do. Before coming to Germany, you can apply for one through the American Automobile Association (AAA). International Drivers Licenses are also issued through ADAC (the European equivalent of AAA, but they are not valid in the country where they are issued. If you obtain one in Germany, it will not be good in Germany, but will be valid in other European countries. Remember, if you are being stationed in Germany, refer to the beginning of this section for USAREUR Drivers License information. If you have friends/relatives coming to visit, they should obtain an international license before they leave the United States. They will be able to rent and drive an automobile in Europe.

| |
|----------------------------------------------------------------|
| Name: Driver's Testing Manual (USAREUR Pamphlet 190-34) |
|----------------------------------------------------------------|

| |
|-----------------------------------------------------------------------------------------------------------------------|
| WWW Link: http://rmv.hqusareur.army.mil/newregs.htm |
|-----------------------------------------------------------------------------------------------------------------------|

Commonly Referenced Numbers

Army Community Service
489-6476/7521

Billeting Central Reservations
480-4920

Central Processing Facility

483-7372

Child Development Center, Central Office
489-7197/6142/6345

Driver's Testing Daenner Kaserne
483-7332

Firearms Registration
489-7542/7729

Finance, Customer Service
483-7738/7993

Furniture Management Office (FMO)
489-6153/6157

Health Clinic (Kleber)
483-8464/7017

Housing Office
489-6671/6672

ID Card Section
483-7662/7072

Passports
483-7659/8892

Transportation Office (Inbound)
483-7751

Vehicle Inprocessing
489-7729/7750

Vehicle Registration
489-7542

Major Unit Listing

21st TSC Commander
Location.....:Panzer, Bldg 3001
DSN Phone.....:484-8736/7771

415th BSB Commander
Location.....:Pulaski BKS, Bldg 2933
Phone.....:489-7315
Site1675@email.kaiserslautern.army.mil

Landstuhl Regional Medical Center Commander
Location.....:Landstuhl
Phone.....:486-8105

Miesau Army Depot Installation Commander
Location.....:Miesau, Bldg 1213
Phone.....:486-3820

226 MED BN Commander
Location.....:Miesau, Bldg 1325
Phone.....:486-3754/3633

USAMMCE Commander
Location.....:Pirmasens, Bldg 4108
Phone.....:495-7126

37th TRANSCOM (BRIGADE-PSB) Commander
Phone.....:483-7217/8225

64th MED DET Commander
Location....:Rhine Ordnance BKS, Bldg 277
Phone.....:489-6271

90th PSB, DET C Commander
Phone.....:483-7022/7663

191st ORD BN, HQ Commander
Location....:Miesau Bldg 1213
Phone.....:486-3830/3820

200th MMC Commander
Location.....:Panzer, Bldg 3004
Phone.....:484-8566/7290

310 TAACOM Commander
Location.....:Daenner, Bldg 3100
Phone.....:483-7134 484-8787/7613

464th MED DET (DENTAL SERVICES)
Commander
Location.....:Landstuhl, Bldg 3703
Phone.....:486-8784/8783

2143rd USA MNT BN Commander
Location.....:Bldg 3104
Phone.....:483-8828 0730-1630

KIC Commander
Location.....:Bldg 2233
Phone.....:483-8402/7167

Transportation

Transportation
MILITARY TRANSPORTATION:

Military Transportation is provided between Kleber, Vogelweh, and Landstuhl. Army Community Service provides updated bus schedules in newcomer's welcome packets.

Military Shuttle Bus

Location..... : Kleber Kaserne
Telephone..... : Kleber 483-8182
Comments..... : Provides transportation
between Kleber, Vogelweh, Landstuhl and Ramstein.
Information Ramstein:..... : 480-5961

HOW TO USE THE KAISERSLAUTERN BUS SYSTEM:

Anyone unfamiliar with the Kaiserslautern Municipal Bus System and its tariffs may at first glance think it confusing. Therefore, the following is provided as a quick "how to" guide for the bus system.

How to get on the buses: If you pay cash, enter through the front door and stay to the right. If you have a valid ticket, also enter through the front door, but stay to the left. With a stroller, enter through the center or rear door.

How to pay the fare: Cash paying passengers may obtain their tickets from the driver. If you buy a strip ticket or another time-period specific ticket you will be better off, but you have to purchase them in advance.

How to validate the ticket: Use the validating machine in the front of the bus to validate the required number of stripes of your strip ticket, as explained later, or the ticket you purchased from the driver.

How to get off the buses: Press the red button on the support poles to notify the driver when you approach your desired bus stop. Exit bus by using center or rear door(s).

Where to buy tickets: Strip tickets may be obtained from vending machines placed at most bus stops or from one of the authorized dealers listed on the back. As a special offer, you may purchase the environment protection ticket for 29 Euro.

Regional Bus

Location..... : Stifswaldstrasse 4, 67657
Kaiserslautern
Telephone..... : 0631-341800 Kaiserslautern
Telephone..... : 06331-51430 Pirmasens

Kaiserslautern City Bus Company (Technische Werke Kaiserslautern)

Location..... : Fruchthallstrasse
Telephone..... : 0631-7107/223/330
Comments..... : Bus offices provides city and county bus schedules and maps.

Commissary and Exchange Operations

Commissary and Exchange Operations
DEFENSE COMMISSARY AGENCY (DECA):

DECA provides high quality grocery products at the lowest possible prices. Items are sold at cost, with only a five- percent surcharge added. The surcharge is used for Commissary supplies and operating expenses. In general, using the Commissary over the local supermarket can save thirty to thirty-five percent. One note of interest, baggers are not Commissary employees and they work for tips only. There are two commissaries in our Community.

Vogelweh Commissary

Location.....: Bldg 2030
Telephone.....: DSN 489-7732/35, Civ 0631-5367732/35
Hours.....: Mon.-Sat. 0900-2100, Sun 1100-1900
Italian Eatery: 0631-354300172
Hours.....: Mon.-Sat. 1100-2000, Sun 1100-1800

Ramstein Commissary

Location.....: Bldg 1200
Telephone.....: DSN 480-7231/7159
Hours.....: Mon.-Sat. 0900-2100, Sun 0900-2000
Italian Eatery: 06371-42661
Hours: Mon. - Sat. 1000-1900, Sun. 1000-1800

CLASS VI AND SHOPPETTES:

They carry a full line of distilled spirits, imported and domestic wines, wine coolers, malt beverages, mixes and soft drinks as well as convenience store items such as bread, milk, and juice. Video rental is also available from the shoppettes.

Shoppette

Location: Kapaun AS, Bldg 2769
Telephone: 489-6670
Hours.....: Tue.-Sat. 0900-1800
Comments.: Includes video rental and Class VI Store.

Location: Kleber, Bldg 3224

Telephone: 0631-48677
Hours.....: Mon.-Fri. 0900-1900, Sat. 1100-1900, Sun. 1100-1700

Location: Landstuhl Regional Medical Center, Bldg 3774

Telephone: 486-8397
Hours.....: Mon.-Fri. 0900-2000, Sat. 1000-2000, Sun. 1100-1800

Location: Pulaski BKS, Bldg 2950

Telephone: Civ 0631-3504102/03
Hours.....: Open 24 hours;
Comments.: Video rental and photo processing also
available 24 hours.
Location: ROB, Bldg 292
Telephone: 0631-90800
Hours.....: Mon.-Fri. 1130-1800, Sat. 1200-1600

Location.: Miesau, Bldg 1300
Telephone: 486-3576
Hours.....: Mon-Fri. 0730-1900, Sat. 1130-1900, Sun.
1130-1800

AAFES:

AAFES offers a variety of stores and services to the military. AAFES facilities at Vogelweh are: barber shop, beauty shop, flower shop, gas station, Four Seasons/Toyland, laundry and dry cleaning shop, photo shop, optical shop, post theater, snack bar, Power Zone, Furniture Store, Burger King, Popeye's, Taco Bell, Doener Kebabs, Anthony's Pizza, Baskin Robins, and much, much, more. For a complete listing of AAFES services, contact ACS for a telephone directory that lists hours of operation, building numbers and telephone numbers.

Location.....: Vogelweh BX/PX, Bldg 1101
Telephone.....: 489-7244, 0631-535590
Hours..... : Mon-Sat 1000-2100, Sun 1100-1900
Comments..... : ID card required for entry.

****ID CARD IS REQUIRED FOR PURCHASE AT BOTH THE COMMISSARY AND/OR BX/PX. OVERSEAS COMMISSARIES DO NOT ACCEPT FOOD STAMPS. MANUFACTURER'S COUPONS ARE VALID SIX MONTHS AFTER THE EXPIRATION DATE. COUPONS ARE AVAILABLE AT ACS.**

Local Community

Local Community Overview

Local Community

Local Community Overview

Kaiserslautern earned its name as the favorite hunting retreat of Emperor (Kaiser) Frederick Barbarossa who ruled the diverse lands of the Holy Roman Empire from 1155 until 1190. The Lutra was then an important river that actually made the old section of Kaiserslautern an island in medieval times. Although Kaiserslautern's name and city symbol came out of the 12th century, its history dates back much further. As early as 800 B.C., a prehistoric settlement can be traced to this area. Some 2,500-year-old Celtic

tombs were uncovered in Miesau. By 250 B.C., Romans occupied the area. In the 5th or 6th century A.D., the Germanic tribe called Franconians settled in the area. The area's first fortress or castle, located in the Erfenbach-Siegelbach area, was built in 622 A.D. by a Frankish monarch. When Barbarossa built his castle in the area now called Kaiserslautern (1152-1160), he also built one in Landstuhl to guard the western approach to Kaiserslautern. This second castle was built atop the sheer Nanstein cliff and is still called Nanstein Castle. The oldest church in Kaiserslautern, the Stiftskirche, was constructed from 1250-1350. St. Martin's Kirche was constructed from 1300-1350 and today, in part of the church's rear yard, a section of the original city wall still stands. Throughout history, the area changed from one ruling fraction to another until the end of World War II in 1945. There was little reconstruction and a slow economy until 1952 when construction for newly established garrisons of American troops brought money to the area. Since then the city has been almost totally rebuilt. The towering modern city hall (Rathaus) was built from 1964-1968. Kaiserslautern annexed several surrounding villages in 1969, and now its population is approximately 100,000.

GERMAN CUSTOMS: As a guest in another country, you are expected to be on your best behavior. Service members are unofficial "ambassadors." To understand customs and courtesies is the first step toward getting along with your German neighbors and NATO partners. You (and your family) are here to fulfill an important mission, but you can also enjoy yourself and the cultural experiences of Germany and Europe.

The German people are probably the world's greatest hand-shakers. When you are introduced to a German man, woman, or child, you will be expected to shake hands. Germans also generally shake hands when they part. A nod of the head and a friendly "Guten Tag" (good day), "Guten Abend" (good evening), or "Auf Wiedersehen" (good bye) usually accompanies the handshake.

Germans may seem formal because they do not use first names as readily as Americans. The best practice is to use a German's last name until there is a mutual agreement to use the first name; however, this may never occur. If a German has a title, like a doctor or professor, he will probably use it and should be addressed as "Herr Doctor" (Mr. Doctor) or "Herr Professor" (Mr. Professor). German tradition permits women to use the title of her husband, i.e. "Frau Doctor" (Mrs. Doctor), but many young Germans no longer practice this courtesy. Women

should be addressed as Frau (Mrs), whether she is married or not, unless she requests that you call her Fraulein (Miss).

There are several sources to learn the German language. And there are many "friendship clubs," universities, and German Volkshochschule (Adult Education Centers) willing to teach you. You can also go to your local library and check out the language tapes, or take a course at the Education Center. When you do try out your German, always use the polite form (Sie) and never the informal (du); children, though, will expect to be addressed with "du". Even if you do not know much German, Germans will appreciate your efforts to learn their language.

There are some areas of sensitivity not always understood or appreciated by Americans. Germans are very punctual and may be displeased if you do not arrive in time for an appointment or a social gathering. Arriving 15 minutes late is an American habit that Germans find rude. Perhaps the most frequent cause of accidental friction is the German sensitivity about personal property--cars, homes, gardens, etc. Leaning against a car in the parking lot or even letting your children run their hands along the side of a car may bring an irritated German to your side with a firm protest. A good rule is: if it's the property of someone else, I don't touch it. And be prepared to pay for damages--no matter how minor they may seem--that you or your children cause.

Although it may seem a little overwhelming at first, Germany's customs are really just a matter of being polite and considerate of the position of others. In addition to the many different customs that you will learn about, you will discover that there are many traditions and festival inviting your participation. Everyone has heard of the Munich Oktoberfest (which always begins in September, not October).

In the Pfalz, wine festivals are the tradition. The annual Bad Dürkheim Wurstmarkt, with its wine and sausage, will give you an opportunity to see German tradition at its best without traveling far from Kaiserslautern. In February, the "Fasching," or carnival season comes to a climax on "Rosenmontag" (Rose Monday), and "Fetter Dienstag" (Fat Tuesday) the two days before Ash Wednesday and the beginning of Lent. The Mainz Parade is one of the best. You can put your costume on and climb aboard the train from Vogelweh or other small towns for a reasonable price. You can find celebrations and festivals to visit all year round in Europe. Local

recreation centers offer inexpensive transportation and/or accommodation for all the major festivals.

One of the most pleasant social traditions in Germany is "volksmarching." It's a wonderful opportunity to meet with friends and neighbors, to make new friends of the other nationalities, enjoy the scenery and history of Europe, sample new and delicious foods and drink, and participate in some non-strenuous exercise. It's a sport that requires no special equipment or expertise, and one that every member of the family, regardless of age, can participate in. It's a very enjoyable way to escape the confines of your house, apartment, or office and enjoy the beautiful scenery. And you win a prize! Volkmarches are normally 10 or 20 kilometers (6.2 miles or 12.4 miles). Many military installations have their own volksmarching clubs. For more information you can read the Thursday edition of STARS & STRIPES and the Friday KA. Every weekend there is at least one volksmarch nearby.

If you like walking, but prefer to do it alone, or just with your family and friends, you will find many forest trails in the Pfälzerwald (Palatinabe Forest) very inviting. You should purchase from your local bookstore the map, NATURPARK PFAELZERWALD MIT MARKIERUNGEN DES PFAELZERWALD VEREINS (The Nature Parks of the Pfalz Forest with Marking from the Clubs of the Area). All the trails are marked with special symbols. Fires and smoking are prohibited in German forests, as are motorized vehicles. Also don't litter the trail with your trash. German Forestmeisters (Rangers) are nice but very strict.

For interest in the below items, make sure you stop by the ACS of Kaiserslautern upon arrival for referral: 1. A listing of German/American Friendship Clubs 2. Sources to learn German 3. A listing of local Festivals 4. Junking Schedules.

Germany has a lot of laws and rules that are sometimes difficult for us to understand, but if you know the reason why it is that way perhaps it will be easier to live with. Germany is about the size of Oregon with a population of about 80 million people (1/3 the population of the US). They must have laws in order to live so close together peacefully.

QUIET TIME: Monday through Saturday from 1300-1500 there is a lunchtime quiet. In the evening you are not permitted to mow the lawn after 2000. General evening quiet time begins at 2200. SUNDAY ALL DAY (includes lawn mowing, car washing, loud children, stereo or radio (loud)--if it

can be heard outside your dwelling or vehicle it is too loud.)

BBQ: If you live in an apartment building, you cannot grill on the balcony, you must be at least 8 feet away from the building; depending on the direction of the wind, maybe further.

WINDOWS AND STAIRWELLS: You must keep your stairwells and windows clean. If you don't have time to clean all your windows, at least clean the ones facing the street.

RECYCLING TRASH: The Germans are very strict about sorting the trash. You will receive complete instructions when you get here.

SHOPPING HOURS: are difficult to get used to at first. During the week, the shops stay open until 2000. On Saturdays, they normally close about 1600. Most shops do not open on Sundays. In January and July, the shops normally have an end-of-season sale.

JUNKING: There is also a unique custom in Germany called Sperrmüll- -to Americans, Junking! In most villages, there are two days a year that are dedicated to this custom. Everything that is no longer of use or not wanted and won't fit in the regular trash is put out on the street for pickup (furniture items, etc). However, if someone else wants it, they are free to pick it up and take it with them. This is fun to participate in and as much fun to watch. Sperrmüll dates can be found in the Kabel magazine.

OTHER SHOPPING: Flea markets are great fun as are the antique markets. The markets are quite festive and have lots of good food and drink as well as lots of "stuff" to see. They are usually held on the weekends and usually go until 1600. There is a list of flea market dates and places in the Kabel magazine.

Time Zone Chart

Local time zone: Central European Time (C.E.T.)

Time Zone Chart

| <i>Location</i> | <i>Adjustment for GMT</i> |
|----------------------------|-------------------------------|
| Pacific | -8 |
| Mountain | -7 |
| Central | -6 |
| Eastern | -5 |
| Greenwich (United Kingdom) | 0 |
| Central European (Germany) | 1 |
| East Asia (Japan) | 9 |

Climate

Climate

All information was obtained from Ramstein Air Weather Service.

Climate.....: Temperate,
Temperature Range.....: Summer-80s/Winter-40s,
Annual Precipitation : 25+ inches,
Comments..... : Winters (DEC-FEB) are normally a stormy, cool, wet, foggy and cloudy season, although there are often periods of cold, clear, and windy weather. Temperatures are often at or near freezing. Bring sweaters and wet weather

gear. Cold/wet weather gear is essential between September to April. The storms of winter give way to the short duration of Spring showers (MAR-MAY). Cloudiness diminishes, visibility improves, and temperatures rise. Summer (JUN-AUG) is generally wet with frequent showers and occasional thunderstorms. Although there are periods of hot, dry weather, cool and moist air from the North Atlantic Ocean normally dominates the area. Fall (SEP-NOV) brings cool and cloudy conditions. Incidence of morning fog increases rapidly, reaching a peak in late October. Fall is the most likely time for extended periods of afternoon showers

Climate

| <i>Month</i> | <i>High</i> | <i>Low</i> | <i>Humidity</i> | <i>Precipitation</i> |
|--------------|-------------|------------|-----------------|----------------------|
| January | 38 | 28 | 80 | 2.12 |
| February | 41 | 28 | 75 | 1.88 |
| March | 49 | 32 | 72 | 1.91 |
| April | 57 | 36 | 68 | 1.75 |
| May | 65 | 44 | 66 | 1.63 |
| June | 70 | 50 | 69 | 1.60 |
| July | 74 | 53 | 67 | 1.61 |
| August | 74 | 52 | 66 | 1.67 |
| September | 67 | 47 | 73 | 2.13 |
| October | 57 | 41 | 77 | 1.56 |
| November | 46 | 35 | 80 | 1.43 |
| December | 40 | 30 | 82 | 1.71 |

State and Community Social Service Agencies

State and Community Social Service Agencies
Support services are provided by the Chaplains, Social Work Services, Community Counseling Center, and Army Community Service based on the type and level of service desired.

NAME.....:Army Community Service
ADDRESS.....:Pulaski Barracks, Bldg 2891
TELEPHONE....:DSN 489-6476/7521
COMMENTS.....:For information and referral on ACS programs concerning Relocation, Family Services, Volunteering, Exceptional Family Member Program, Consumer Affairs and Financial Assistance, Foster Care/Victim Advocacy, and Army Family Team Building, Mobilization/Deployment Program and New Parent Support.

NAME.....:415th BSB Religious Activities Center
ADDRESS.....:Pulaski BKS, Bldg 2869
COMMENTS.....:Religious referral.

NAME.....:Community Counseling Center
ADDRESS.....:Landstuhl, Bldg 3820 0800-1600
TELEPHONE....:DSN 486-8394/7337/7360/1710

COMMENTS.....:These programs focus on educating the community by conducting lectures and classes as well as offering individual, group, and family therapy for those in need.

NAME.....:Social Work Services
ADDRESS.....:Landstuhl Regional Medical Center, Bldg 3757, Ward 1C
TELEPHONE....:DSN 486-8242/8366

Religious Activities

Religious Activities

There are five chapels on military installations in the area and several off base places of worship, providing a wide variety of worship, education, and counseling services. You should consult local chapel schedules for latest information on locations, times, and dates of regular worship services as well as special chapel events. Schedules are available at several base facilities, or by contacting any chapel office. The base chapel will provide information on off base worship services for denominations not offered upon request. POC.....: Chapel/Religious Activities Center
LOCATION.....: Pulaski Barracks, Bldg 2869/2919
TELEPHONE.....: DSN 489-6743 (CIV 0631-536-6743)

AREA DENOMINATIONS:

Baptist
Catholic
Jewish
Muslim
Protestant
COGIC
Seventh Day Adventist
Korean
Protestant
Apostolic

Community Transportation

FRANKFURT INTERNATIONAL AIRPORT

Location.....: Frankfurt, Germany
Proximity to site.....: Approx 80 miles
Comments.....: A shuttle bus runs from billeting to Frankfurt Airport three times daily.

Incoming personnel will be met at the airport by the Sponsorship Bus operated by the 64th Replacement Detachment. Personnel will receive their assignment and be transported to their duty station via contract bus transportation.

AMC TERMINAL

Location..... : Ramstein Air Base, Bldg 2402
Telephone..... : 480-5364
Proximity to site..... : 15 minutes
Comments..... : To sign up for Space Available travel, the service member must be on leave. Family members overseas are allowed to utilize Space-A travel without the sponsor, but are considered "Category 5" and can only "hop" throughout Europe or from Europe to the first port in the U.S. If a family member is accompanying an active duty soldier on leave, he or she is considered the same category as the active duty member. Space-A service is free and box meals are available for a nominal fee. Open 24 hours a day, 7 days a week.

TECHNISCHE WERKE KAISERSLAUTERN

Location..... : Fruchttallstr
Telephone..... : 0631-7107-223
Proximity to site..... : Bus stops within walking distance of most kasernes
Comments..... : ACS and USO provide instruction on using the bus system during their orientation programs.

DEUTSCHE BUNDESBAHN (German Railroad)

Location..... : Bahnhof Str 1,
Kaiserslautern Telephone..... : 0631-19419
Proximity to site..... : 20 minutes
Comments..... : Schedules for the train are available at the main train station (Hauptbahnhof). The USO offers several tours involving train travel. These tours are an excellent introduction to the German train system.

Education

Education Overview

Education Overview

Educational Services provides information on academic programs and available educational opportunities within the Kaiserslautern military community. Available programs in our community include:

Surestart, Gateway Fun, Academic Skills, High Dantes Examinations, APT, Military Testing, University Programs, Graduate Programs, Adult Continuing Education, DODDS, Local National, Educational Opportunities

Public and DODDS Schools

Public and DODDS Schools

There are 11 schools located in the Kaiserslautern Military Community. This is the largest American school system outside the Continental United States, which is operated by the Department of Defense Dependent Schools (DODDS). The school and grades are as listed below:

Landstuhl Elementary & Middle School:(K-8), Bldg 3830, DSN 488-6503, CIV 06371-15363

Kaiserslautern Elementary School: (K-5), Bldg 2000, DSN 489-7075 /7048, CIV 0631-50611

Kaiserslautern Middle School: (6-8), Bldg 2000a, DSN 489-7430 /7453, CIV 0631-59871

Kaiserslautern High School: (9-12), Bldg 2000, DSN 489-7541, CIV 0631-54354

Ramstein Elementary School: (K-3), Bldg 996, DSN 480-3996, CIV 06371-473996

Ramstein Intermediate School: (4-5), Bldg 1000, DSN 480-6135/6023, CIV 06371-42530

Ramstein American Middle School: (6-8), Bldg 1001, DSN 480-6022, CIV 06371-43142

Ramstein High School: (9-12), Bldg 900, DSN 480-6951/, CIV 06371-42955

Sembach Elementary: (K-3), Bldg 17, DSN 496-7003/6115, CIV 06302-67-7003

Sembach Middle School: (4-8), Bldg 3, DSN 496-7040/7690, CIV 06302-5398

Vogelweh Elementary School: (PreK-2), Bldg 1178, DSN 489-6810/6988, CIV 0631-91222

Vogelweh Elementary School: (3-5), Bldg 1032, DSN 489-6037/6436, CIV 0631-55196

All schools are located near government housing areas. The school in which your child/children attend classes depends on where you live, not where you work or where your children attend day/before and

after care. Students who live on base walk to school; all others ride the bus. School bus transportation is provided by government contracted buses. The school offices recommend prior to your renting off-base housing, that you check with the housing office to determine that the location is along a established school bus route.

DODDS schools are of equal quality and curriculum to stateside schools. In the elementary schools you will find a dedicated staff of professional educators including enrichment teachers, speech therapists, reading specialists, counselors, Host Nation and English as a Second Language Teachers, and classes for students with special needs. A Sure Start Program is offered at Vogelweh Elementary, Ramstein Elementary and Sembach Elementary Schools. In the Landstuhl community you will find a combined elementary/middle school which offers a very comprehensive curriculum. A behavior management specialist and school psychologist are available for consultation.

Kaiserslautern Middle and Ramstein American Middle School have an inclusive academic and vocational educational program. The core program is supplemented with study skills and exploratory opportunities consisting of computers, industrial technology, art, home economics, intercultural/German, band, keyboarding, and chorus.

Kaiserslautern and Ramstein High School offer a full range of academic, career, vocational and fine arts classes. They also provide extra-curricular programs such as National Honor Society, Art Clubs, Student Council, SADD, Foreign Language Clubs, Future Business Leaders of America, Model United Nations, JROTC Drill Team, and various girls and boys Inter-Scholastic Sports Programs to include soccer, football, basketball, volleyball, track and field, wrestling, and gymnastics.

Graduation requirements: 24 CREDITS. Language arts = 4, Mathematics = 3, Science = 3, Social Studies = 1.5, American History = 1, American Government = .5, Career = 1, Fine Arts = 1, Health = .5, Physical Education = 1, Computer = 1, Electives = 4.5 and Second (foreign) language = 2.

To enroll in any Department of Defense Dependent School (DODDS), all students must have a certificate of immunization status, verified at the local medical facility, before they are allowed to attend classes. Current immunizations required are measles, mumps, rubella, DTP, and polio. Upon enrollment, student must have a birth certificate or up-to-date passport, ID card of sponsor, and sponsor's orders indicating

names of family members being enrolled. Stepchildren must have a copy of the sponsor's marriage certificate provided as proof of the student's eligibility as a tuition-free/space-required student. Students whose sponsors are not associated with the Department of Defense (DOD) will be considered on a space-available basis. Space-available students require prior approval of the District Superintendent's Office for enrollment. Students residing in a district outside the KMC must attend school in that district. In special situations, the district superintendent may grant an exception to the commuting area or walking distance criteria. Pre-registration takes place in April and school registration can take place anytime after that. If registering during the summer, please contact the school first due to limited staff and varying hours. It is very important to register children in school as early as possible to allow the schools to arrange staffing and schedules prior to the start of the academic year.

The DODDS system is our primary educational resource established by DOD to provide a free appropriate public education overseas, command-sponsored DOD dependents. Parents who elect to enroll their children in private schools, host nation schools or even home schools may also enroll their children in DODDS on a part-time basis to permit them to complete graduation requirement or obtain a course required for admission to a specific post-graduation program. Accordingly, home schooled students are authorized to attend DODDS classes for any courses needed to support their academic schedule. There are numerous options available to meet each child's needs; parents need to ensure they get their child enrolled in the program best for them. All military and DOD civilian personnel who do not enroll their children in DODDS should notify their commander of their intentions within 30 days of their child's arrival to the KMC.

KAISERSLAUTERN MILITARY COMMUNITY SCHOOL DISTRICT Department of Defense Dependent Schools Office of the District Superintendent Unit 3405 APO AE 09094

Location..... : Kapaun AS Bldg 2786
Telephone..... : DSN 489-6339/6848
FAX..... : CIV 0631-98762
Hours..... : Mon-Fri 0730-1630
DODDS Personnel Field Office. : DSN 489-7724/7722 CIV 0631-536-7724
(See web site below.)

2001-2002 SCHOOL YEAR CALENDAR
04-08-02 Begin Spring Recess
04-15-02 Begin Fourth Qtr.

05-27-02 Memorial Day - Federal Holiday
 06-13-02 End Fourth Qtr. and Second Semester
 06-14-02 No school - Teacher Work Day

2002-2003 SCHOOL YEAR CALENDAR

08-26-02 Instruction begins
 09-02-02 Labor Day - Federal Holiday
 10-14-02 Columbus Day- Federal Holiday
 10-31-02 End 1st Quarter (47 instruction days)
 11-01-02 No school - teacher work day
 11-04-02 Begin 2nd Quarter
 11-11-02 Veterans Day - Federal Holiday
 11-28-02 Thanksgiving Day - Federal Holiday
 11-29-02 Thanksgiving recess day
 12-23-02 Begin Winter Recess
 01-06-03 Instruction Resumes
 01-20-03 Martin Luther King, Jr. Day - Federal Holiday
 01-23-03 End Second Qtr. and First Semester (92 instruction days)
 01-24-03 No school - teacher work day
 01-27-03 Begin Third Qtr. and Second Semester
 02-17-03 President's Day - Federal Holiday
 04-03-03 End of Third Qtr. (48 instruction days)
 04-04-03 No school - teacher work day
 04-07-03 Begin Spring Recess
 04-14-03 Instruction Resumes-Begin Fourth Qtr.
 05-26-03 Memorial Day - Federal Holiday
 06-12-03 End Fourth Qtr. and Second Semester (91 instruction days)
 06-13-03 No school - teacher work day (last day)

08-25-03 Begin First Quarter and First Semester of school year 2003-2004

| |
|----------------------------------------------------------------------------------------------------------|
| Name: KAISERSLAUTERN MILITARY COMMUNITY SCHOOL DISTRICT |
| WWW Link: http://www.kais-dso.eu.odedodea.edu/ |

| |
|-----------------------------------------------------------------------------------------------------|
| Name: School Liaison Officer |
| Address: Headquarters 415th BSB Pulaski Barracks |
| DSN Phone: 489-6833 |
| E-Mail: koenigd@cmtymail.26asg.army.mil |

Private Schools

Private Schools

Private schools in the area include Little Friends Learning Center and Faith Baptist Church and AGAPE Christian Academy, each located approximately 15-25 minutes from the center of the KMC. You may also choose to enroll your children in German schools rather than American schools. To

do so, you must visit the school near your new location and register your child.

If you are interested in home schooling, there is a support group that meets. They receive no support or training from DODDS, and all curriculum is ordered from stateside companies.

AGAPE CHRISTIAN ACADEMY

Location..... : Schulstrasse 4, Ramstein
 Telephone..... : CIV 06371-945764

FAITH BAPTIST CHURCH:

Location..... : LichtenbrucherStr. 17, Kaiserslautern
 Telephone..... : CIV 0631-3187519

LITTLE FRIENDS LEARNING CENTER:

Location..... : Langenacker Str 1, Kottweiler-Schwanden Telephone..... : CIV 06371-71295
 COMMENTS.....: They offer full-time preschool (before and after day-care), part-time preschool morning programs, afternoon Monday-Friday and part-time Montessori, limited toddler spaces.

C&K CHILDREN'S HOUSE (Montessori School)

Location..... : Zieglehulte #2, Ramstein
 Telephone..... : CIV 06371-15127
 COMMENTS..... : minimum age of 3 years.

HOME SCHOOLING

The KMC Christian Home Educators Group support home education in Germany. Military members and U.S. government civilian employees covered by the Status of Forces Agreement (SOFA) may choose to educate their children at home. It is not required that parents be formally certified teachers. The parents supply materials; usually ordered from U.S. companies.

The KMC Christian Home Educators Support Group assist homeschoolers by: providing information, publishing a monthly newsletter, conducting monthly meetings, coordinating field trips and special activities, offering participation in two book clubs and hosting a spring book/curriculum fair.

For additional information visit our website below.

| |
|-----------------------------------------------------------------------------------|
| Name: C&K Children's House (Montessori School) |
| E-Mail: Ckchouse@interquest.de |

| |
|--------------------------------------------------------------------------------------------|
| Name: Faith Baptist Church |
| WWW Link: http://faithbaptist-ktown.org |

Colleges and Universities

Colleges and Universities

The KMC is the place to be in Europe for those interested in completing a college or university program. Our Education Centers operate the largest military education program in Europe making degree completion realistic during your tour in Germany. The Education office provides information on schools, tests, courses required for degrees, financial aid, etc. Tuition assistance for soldiers and family members is available and can be arranged through the Education centers.

Education Centers:

Kleber: Bldg 3205

DSN: 483-8125

Landstuhl: Bldg 3700, Room 216

DSN: 486-6798

Miesau: Bldg 1329

DSN: 486-3863

R.O.B: Bldg 288

DSN: 489-7265

Ramstein: Bldg 2120

DSN: 480-2032

Sembach: Bldg 203, Room 304

DSN: 496-7956

There are four colleges and universities that offer multiple undergraduate and graduate degree programs in the KMC. Courses are offered days, evenings, and weekends. Methods of study include distance learning (electronic mail or Internet), video based independent study and traditional paper bound correspondence.

CITY COLLEGE OF CHICAGO Offers certificates in mid-management and management studies, associate in arts, and associate in general studies degrees. Courses are available on cassette and via the Internet. (See Web Address below for more information)

EMBRY RIDDLE AERONAUTICAL UNIVERSITY Offers an Associate of Science Degree in Professional Aeronautics, Bachelor of Science in Professional Aeronautics and Masters of

Aeronautical Science Degree with specialization in management, operations, and safety. (See Web Address below for more information)

UNIVERSITY OF MARYLAND (UNDERGRADUATE) Offers traditional as well as distance learning general curriculum course toward certificates, associates, and bachelor's degrees. Areas of study include business & management, computer studies, computer & information science, criminal justice, English, German, government & politics, history, psychology, sociology, or information systems.

UNIVERSITY OF MARYLAND (GRADUATE) Offers the following degrees: Master of Arts in Administration/Public Administration, Master of Science in Management Information Systems, and M.Ed. in Counseling and Personnel Services. (See Web Address below for more information)

UNIVERSITY OF OKLAHOMA offers the following degrees: Master of Education-Administration, Curriculum, and Supervision; Master of Education-Adult and Higher Education; Master of Education-Early Childhood Education; and Master of Human Relations; Masters in Business Administration; Masters in International Relations; and Ph.D in Organizational Leadership. (See Web Address below for more information)

CAMERON UNIVERSITY

(See Web Address below for more information)

| |
|------------------------------------------------------------------------------|
| Name: CAMERON UNIVERSITY |
| WWW Link: http://www.cameron.edu |

| |
|--------------------------------------------------------------------------|
| Name: CITY COLLEGE OF CHICAGO |
| WWW Link: http://www.ccc-e.org |

| |
|------------------------------------------------------------------------------|
| Name: EMBRY RIDDLE AERONAUTICAL UNIVERSITY |
| WWW Link: http://www.ec.erau.edu |

| |
|------------------------------------------------------------------------------|
| Name: UNIVERSITY OF MARYLAND |
| WWW Link: http://www.ed.umuc.edu |

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|------------------------------------------------------------------------------------|
| Name: UNIVERSITY OF OKLAHOMA |
| WWW Link: http://www.occe.ou.edu/ap |

Adult or Continuing Education

ACE is located at Ramstein. This 86th Service program provides classes at Ramstein and Vogelweh in German language instruction, typing, math classes,

French, English skills, sign language, and a wide variety of computer courses. For more information call DSN 480-6043.

Special Education

Special Education

All DODDS schools are required to provide a variety of supplemental programs for exceptional children and to have routine medical diagnostic screening tests (e.g. hearing, vision, etc.) performed by school nurses, community health nurses and other medical personnel. If you have questions about any services available at your child's school, contact the principal's office or the Exceptional Family Member Program Manager.

Department of Defense Dependent Schools

POC..... : DODDS District Office
Location..... : Kapaun AS, Bldg 2786
Telephone..... : 489-7132/6848
Hours..... : Mon-Fri 0800-1600
Comments..... : Acts as point of contact for children who are challenged physically, emotionally and mentally.

Exceptional Family Member Program (EFMP)

POC..... : EFMP Coordinator
Location..... : Pulaski Barracks, Bldg 2891
Telephone..... : 489-6476
Hours..... : Mon-Fri 0730-1630
Comments..... : Acts as an advocate and assists in placing children in appropriate programs offered in the community. Coordinates Special Olympics.

Employment

Employment Overview

Employment

Employment Overview

Remember to always hand carry the following items:

Copies of your transcript, copy of your PCS orders, DD Form 214 (Prior Military), SF 50 (Personnel Actions), SF 75 (Family Member Appointment Form), SF 171 (Federal Employment Application), and DD FM 1173 (Family Member ID Card).

Within the commuting area, federal job opportunities are available through Civilian Personnel Offices located at Pulaski Barracks and Ramstein Air Base. Jobs range from administrative to clerical to professional. Economy employment options are also available to family members. Jobs available on the

economy are normally sales or clerical positions. Inquiries regarding economy employment may be directed to Army Community Service Family Member Employment Assistance Office.

GOOD PROSPECTS..... : AAFES, Non-Appropriated Fund entry-level positions, economy positions

FAIR PROSPECTS..... : Appropriated Fund for those with career status and Military Spouse or Veteran's Preference

POOR PROSPECTS..... : Appropriated Fund positions for tourists

Federal Civilian Employment for Spouses

Federal Civilian Employment for Spouses

The employment situation in the Kaiserslautern Military Community is somewhat limited for spouses who desire to work. Available positions have decreased because of base closures throughout Europe. Usually there is a minimum of six months wait for civil service employment for clerical/administrative positions. Higher level and professional positions are filled through stateside hire. Spouses often fill positions in such fields as nursing, engineering and computers. Traditionally, the Army has more positions available, but not many high level or professional positions. Military spousal preference is provided in both the Army and Air Force hiring systems. If you are a spouse wanting to work, be persistent and network. The key to possible placement is to have a good RESUMIX resume on file. Please ensure that all information is accurate and all duties are specific. You may access the Civilian Human Resource Management Agency (CHRNA) web address for additional information. No assumptions will be made. Effective 1 June 2001, military spouses will not lose their military spouse preference upon the acceptance of a temporary, term position, or permanent position with a flex or intermittent on-call work schedule. Employment opportunities are available.

JOB INFORMATION CENTER

POC..... : Civilian Personnel Advisory Center (CPAC) Location..... : Pulaski BKS Bldg 2925, Wing C Telephone..... : 489-7992

Hours..... : Mon.-Fri. 0730-1630, closed Wed. at 1300 Comments..... : The Job Information Center provides Appropriated Fund listings and general CPO information.

EMPLOYMENT READINESS PROGRAM (ERP)

Location..... : Pulaski BKS Bldg 2925,
Wing A Telephone..... : 489-7217/8401
Hours..... : Mon-Fri 0730-1630
Comments..... : ERP provides government,
economy, contract position listings. Many businesses
in the area cater to Americans, so German language
proficiency is not a requirement for employment.
Family members may be required to get a German
Work Permit to work on the economy as long as they
have a no-fee passport with a SOFA stamp.

Permanent Employment Resources

Most permanent employment is Government Service
and is handled through the Civilian Personnel Office
See FEDERAL CIVILIAN EMPLOYMENT. Please
see their web address below.

| |
|-------------------------------------------------------------------------------------------------------------|
| Name: FEDERAL CIVILIAN EMPLOYMENT |
| WWW Link: http://www.chrma.hqusaureur.army.mil |

Temporary Employment Resources

Most temporary employment is handled through the
Civilian Personnel Office. See FEDERAL
CIVILIAN EMPLOYMENT.

Non-Paid or Volunteer Opportunities

There are several volunteer opportunities available in
the community. The Installation Volunteer
Coordinator acts as a human resource center for
individuals interested in volunteering.

INSTALLATION VOLUNTEER COORDINATOR

Location.....: Pulaski, Bldg 2919
Telephone.....: 489-6713/6714

Private Sector Employment

Private Sector Employment

There are several insurance companies,
concessionaires, and other small businesses that hire
American family members. Language is not always a
problem because the company deals primarily with
Americans. Many of these positions are clerical in
nature, some are retail sales. See listing for Federal
Civilian Employment Resources.

Government Employment

Government Employment

For government service positions, one should always
complete the "Resumix" or electronic resume prior
to your move. And when at all possible, one should
check the Federal Register for jobs currently open in
the Kaiserslautern Military Community.

CIVILIAN PERSONNEL OFFICE (Kaiserslautern

Army Community) POC..... : Job
Information Center Location..... : Pulaski
Bks Bldg 2925 Telephone..... : 489-
7992/7052

Hours..... : Mon.-Fri. 0730-1630, closed
Wed. at 1300 Comments..... : Services
positions that are Department of the Army.

CIVILIAN PERSONNEL OFFICE (Ramstein Air Base)

POC..... : Job Information Center
Location..... : Ramstein AB, Bldg. 2120
Telephone..... : 480-7092

Comments..... : Services positions that are
Department of the Air Force. Job line recording:
DSN 480-6000.

Non-Appropriated Funds (NAF) - Army

POC..... : CPO NAF Office
Location..... : Pulaski Bks Bldg 2925 Rm
c-208 Telephone..... : 489-7341/7229
Hours..... : Mon-Fri 0800-1600

Non-Appropriated Funds (NAF) - Air Force

POC..... : Human Resource Office
Location..... : Ramstein AB, Bldg. 2118
Telephone..... : 480-2659
Hours..... : Mon-Fri 0800-1530

DODDS

POC..... : District Superintendent
Location..... : Kapaun AS Bldg 2786
Telephone..... : Personnel 489-7722/7724
Hours..... : Mon-Fri 0730-1600

Comments..... : Employment for the
Department of Defense Dependent Schools is
handled through the DODDS office in Arlington,
VA. Instructions for application are available
through the District Superintendent's Office and the
Family Member Employment Assistance Program at
Army Community Service.

AAFES

POC..... : Personnel Office

Location..... : Voegelweh, Bldg 2013
Telephone..... : 0631-3504092
Hours..... : Mon-Fri 0900-1700

Professional or Occupational Licensing

Professional or Occupational Licensing
PRACTICAL NURSE See GOVERNMENT
EMPLOYMENT, Civilian Personnel Office.
Stateside license and school transcripts are required
for employment purposes.

REGISTERED NURSE See GOVERNMENT
EMPLOYMENT, Civilian Personnel Office.
Stateside license and school transcripts required for
employment purposes.

TEACHER CERTIFICATION See GOVERNMENT
EMPLOYMENT, DODDS. Stateside certification
and transcripts are required for employment
purposes. Substitute teaching is also an available
employment option.

FAMILY HOME DAY CARE

POC..... : USAF
Location..... : Vogelweh Bldg 1044
Telephone..... : 489-6040
Hours..... : Mon-Fri 0900-1200
Comments..... : Provides initial and
continuing training and certification for Home Day
Care Providers.

HOME BUSINESS

POC..... : Public Affairs Office
Location..... : See Your Housing Office
Hours..... : Mon-Fri 0800-1600
Comments..... : Businesses run from
government housing areas must not be in direct
competition with services already provided by
AAFES. Housing areas must not be used for storage
of goods, products or supplies and it is against postal
regulations to use an APO address for income
producing purposes.

SOCIAL WORK See GOVERNMENT
EMPLOYMENT, Civilian Personnel Office.
Stateside license is required for employment
purposes.

Networking Opportunities

Job hunters around the world know that networking
is the best source of information about employment
opportunities, and the situation is no different here in
the KMC. Networks provide us with leads into
hidden job markets. The hidden job market here
includes positions with contractors as well as off-base

positions. Although no formal employment
networking groups currently exist, there are
networking avenues available to interested job
seekers. Contact your employment specialist at ACS
for networking opportunities in the community.

Medical And Dental

Medical and Dental Overview

For more information on this subject:
<http://www.lrmc.amedd.army.mil>

Landstuhl Regional Medical Center (LRMC) has a
total of 8 outlying health clinics, 150 operating beds,
and can service in Primary Care 60,000 or more.
LRMC is the largest Healthcare Center in Germany.
Not only does this facility provide care for the
Kaiserslautern Military Community, but also for
Department of Defense families all over Europe, the
Middle East, and Africa.

Personnel assigned in the KMC are fortunate to have
the most comprehensive level of US military medical
capabilities available in Europe. The KMC is
primarily served by LRMC. Under TRICARE, there
may be occasions when you are referred to a German
Health care provider. The German health care system
is a quality system with highly trained providers.
TRICARE has established relationships with a select
group of providers in the area who have had their
credentials verified and have agreed to file TRICARE
claims on behalf of our patients. Should you require
any assistance in interacting with the local German
medical system, please see the TRICARE Service
Center.

The medical center can be accessed from
Kaiserslautern by driving west on Autobahn 6 (A6)
to the Autobahn 62 (A62) Pirmasens exit. On A62
go two exits up to the Landstuhl/Atzel exit. You will
see a black and white sign stating "U.S. Hospital" get
off at this exit and turn right at the stop sign.
Landstuhl's entrance is approximately a half-mile up
the road on your left.

Military Sick Call (appointment only) DSN 486-
8758/8759, Monday through Friday from 0600-0730.

Family Practice Clinic, Wing 1A, DSN 486-7707
from 0730-1600. The Family Practice Clinic is open
to active duty family members and full pay patients.
To book appointments, call the Tricare Appointment
Service Center at DSN 486-8303/8305. Full pay
patients must report to Ward 15b to obtain Form 600.

If you are a full pay patient, you must have this form to be seen by clinic staff.

Emergencies may be seen at community clinics during the duty day. After duty hours, emergency service is provided only at LRMC.

Appointments may be booked for routine OB/GYN treatment pediatrics, well-baby clinic and general medicine.

For specialty care, patients must be referred by a community primary care clinic (e.g. Family Practice).

The immunization clinic offers routine injections for adults and children. There are laboratory and x-ray facilities for routine clinical and diagnostic procedures. Pregnancy tests can be done on Tuesday and Thursday and results can be picked up on Wednesday and Friday.

A fully equipped pharmacy is also available.

Community Health Nurse: The community health nurse service offers health teaching in homes, offices, hospital wards, clinics and military units. Health information programs are provided on a variety of subjects.

Kleber Health Clinic: Bldg 3287

DSN: 483-1750

Monday through Friday, 0700-1600

Military Sick Call (Active Duty), Appointment basis only. Call at 0630 for appointment.

Family members may be seen on an appointment basis after active duty. Call at 0830 for appointment.

Health Benefits Advisor, Wellness, and CHAMPUS/TRICARE Programs

Health Benefits Advisor, Wellness, and TRICARE Programs

Your one-stop shopping center to access for information about medical care in Europe and in CONUS. Need help with a family member in CONUS? Any questions about coverage? Stop by the TRICARE Service Center at LRMC. There are published access-to-care standards to ensure that you receive quality, timely care.

TRICARE SERVICE CENTER

Location..... : LRMC, Bldg. 3766 Room 106B

Telephone Numbers:

TRICARE/Host Nation Liaison.. : 486-8849/6309/7915

Health Benefits Advisor..... : 486-7885/6374/8234

Hours..... : Mon-Fri 0730-1600

Comments..... : Provides host nation liaison and a preferred provider network, enrollment & disenrollment.

COMMUNITY HEALTH NURSE

Location..... : Landstuhl Hospital Bldg 3705 Telephone..... : 486-8111

Comments..... : Open to all active duty and their family members. Active duty military have priority at sick call.

NUTRITION CARE DIVISION

Location..... : Landstuhl Hospital Bldg 3775 Telephone..... : 486-8229

Community Hospitals

Two civilian hospitals are located in Kaiserslautern. At least three other large civilian hospitals are in the area, as well as a university hospital located within 40 miles of Kaiserslautern.

Dental Services/Directory - on Installation

Dental Services/Directory - on Installation

The dental care for the community is served primarily by 86th Medical Group Dental Clinic and the Landstuhl Dental Clinic. There are clinics at Ramstein Airbase, Sembach Airbase, Landstuhl Regional Medical Center, Pulaski Barracks, and Kleber. Family members can expect to receive preventive, basic restorative, and essential specialty dental care required to maintain good oral health of the duration of your assignment in Europe. It is strongly recommended that, before departing CONUS, family members take advantage of the TRICARE family Member Dental Program by seeing a civilian dentist and receiving treatment for any recognized conditions.

Clinics:

Kleber (Active Duty): Bldg 3287

DSN: 483-1720/7035

Landstuhl (Active Duty): Bldg 3766

DSN: 486-8136/8378

Ramstein (Active Duty & Family Members): Bldg 301

DSN: 479-2210

Sembach (Active Duty & Family Members): Bldg 151

DSN: 496-7676/7612

Pulaski Barracks (Active Duty & Family Members ONLY): Bldg 2921
DSN: 489-7074/7240

Routine appointments are made for yearly exams and cleaning. Endodontic and periodontic treatment is available for all active duty and family members, however, prosthodontics is available only for active duty service members.

Family Member Dental Plan

"Effective May 1, 1999, TRICARE Family Member Dental Plan (TFMDP) coverage was extended for enrolled beneficiaries residing or traveling in "remote" countries (countries without a full-time military dental treatment facility (DTF)). On October 1, 1999, TFMDP coverage will be extended to the remaining "non-remote" countries (countries with a full-time military DTF) making the TFMDP benefit portable and worldwide. For additional information, contact United Concordia's Overseas Dental Unit at 717-975-5017.

The TRICARE Family Member Dental Plan (TFMDP) is a comprehensive and affordable dental plan available to eligible spouses and children of active duty Uniformed Service members. The TFMDP has cost shares, benefit maximums and coverage limitations similar to typical group dental insurance plans. To be eligible for TFMDP enrollment, sponsors must intend to remain on active duty for at least 24 months. This commitment must be confirmed by their parent Uniformed Service. Enrollment and/or changes to enrollment can be accomplished by filling out a DD Form 2494 or 2494-1 at the sponsor's servicing personnel office. Please read these forms carefully as they provide detailed information on enrollment options, limitations and when TFMDP coverage begins. Upon enrollment, the sponsor must pay the monthly premium through their Uniformed Services payroll account - the Government pays 60% of monthly premiums. Before providing care to family members, some dental providers may ask to see a copy of the sponsor's Leave and Earnings Statement showing the dental plan payroll deduction. Coverage is worldwide and portable between assignments. United Concordia Companies, Inc. (UCCI) administers the TFMDP. Detailed TFMDP coverage and enrollment information can be found in the TFMDP benefit booklet. For more information about the program, visit UCCI's web site or contact them at 1-800-866-8499 for information on the TFMDP in the United States, Canada, Guam, Puerto Rico and the U.S. Virgin Islands, or 1-717-975-5017 (toll call)

for information on the TFMDP in all other locations. In overseas locations, enrolled sponsors and family members must contact their servicing overseas dental treatment facility and/or Overseas Lead Agent before seeking treatment from host-nation dental providers, except for emergency care.

Housing

Housing Overview

HOUSING OFFICE LOCATION

- Building 1001 at Vogelweh
- Customer Service Hours: M-TH 0730-1500, and F 0730-1400
- If you would like additional housing related information, please write to 86 CES/CEH, Unit 3180 Box 300, APO AE 09094 or call DSN 489-6671/6672

HOUSEHOLD SHIPMENT

- The electrical current in Germany is 220 volts and 50 cycles compared to 110 volts and 60 cycles in the States.
- DO NOT ship major appliances like: refrigerator, range, washer, dryer, and microwave. They will not work with the different electrical current.
- Off-base economy housing in the German community do not have built in closets.
- The Furniture Management Office (FMO) will provide major appliances, wardrobes, and transformers for the duration of the tour. The quantity of wardrobes and transformers authorized are subject to availability.
- Loaner furniture items are available until your household goods arrive.

TLA

- You must report to housing within 2 days of arrival to have a TLA briefing
- The number of days of Temporary Lodging Allowance (TLA) varies for each individual based on the availability of housing at the time of arrival.
- Due to the availability of government and economy quarters, TLA is only authorized until furniture can be delivered.
- Most members are housed within 20 days of arrival.
- TLA partially reimburses the expenses of meals and billeting and or hotel.
- TLA claims must be filed at the housing office every 10 days.
- TLA is only payable if there is no housing available.
- TLA stops if the member refuses suitable economy or government housing or if not aggressively seeking housing.

BOQ's

Unaccompanied officers: note that there are no BOQs on Ramstein, and there is only one BOQ building at Vogelweh (approx 15 minutes away).

Housing Allowances

HOUSING ALLOWANCES AS THEY RELATE TO THE KAISERSLAUTERN MILITARY COMMUNITY

-BAH and OHA are usually sufficient to cover the rent and a portion of utility expenses.

-Lower ranking service members with a family size requiring a 3-4 bedroom apartment will have a more difficult time finding economy housing within their price range.

-The average MIHA in Germany is approximately \$627.00

Temporary Lodging Allowance (TLA)

-TLA is authorized to partially offset a member for the more than normal expenses incurred during occupancy of temporary lodgings and expenses of meals and incidentals (this covers laundry, transportation, and dry cleaning) outside the continental United States.

-Temporary lodging is authorized until housing is available.

-The payments are paid in 10-day increments.

-During this time, you have to show the Housing Office that you have been aggressively seeking permanent quarters, unless you are guaranteed Government quarters by the Housing Office.

Basic Allowance for Housing (BAH)

- A member is entitled to BAH at the with-dependent rate when adequate government quarters are not

furnished for the member or the member's dependents.

- In order to receive this entitlement the member is required to provide adequate support for the dependents and have knowledge of their whereabouts.

Overseas Housing Allowance (OHA)

-OHA is an allowance payable to members, stationed overseas, who are residing on the local economy and paying housing expenses.

-The rate payable is based on the member's rank, accompanied status, rent, if utilities are included, as well as exchange and housing rates determined by the Per Diem and Allowance Committee in Washington DC.

- OHA is based on the average housing cost for members in the same area, rank, and accompanied status.

-The exchange rate is used to convert foreign currency rent into US dollars for comparison with other member's cost.

-It is important to understand that OHA is not a "flat rate" and may fluctuate from payday to payday, depending on the rates established by the PDTATAC.

-Contact the Housing Office for details.

Move-In-Housing Allowance (MIHA)

-MIHA is an entitlement which is designated to partially offset the costs associated with occupying economy quarters overseas.

-This is a one-time up front entitlement that you will receive when you sign a lease.

-This entitlement is payable to all individuals, regardless of expenses, who initially occupy economy quarters.

-For Germany, this entitlement is approximately \$627 per service member in the household.

Housing Allowances

| Housing allowance information is available from the Per Diem, Travel and Transportation Allowance Committee's Web Site: | |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Rates and Allowances Home Page | http://www.dtic.mil/perdiem/rateinfo.html |
| Basic Allowance for Housing | http://www.dtic.mil/perdiem/bah.html |
| Overseas Housing Allowance | http://www.dtic.mil/perdiem/allooha.html |

Government Housing

GOVERNMENT HOUSING
ADVANCE HOUSING APPLICATION FOR
GOVERNMENT HOUSING

-Can make application once you receive your orders.

-Submit a DD Form 1746 and a copy of your orders assigning you to the KMC to your housing office and they will forward it to the KMC Housing Office.

-Member will be given a housing effective date of the first day of the month proceeding your arrival month.

-If an ADVANCED application is NOT submitted or received, you will be placed on the housing list

effective the date you submit an application with all supporting documentation.

HOUSING LOCATIONS

- Ramstein AB
- Sembach Annex, Landstuhl, Vogelweh, and Kaiserslautern (Flieger/Blutacker) are all within 10 to 25 minutes of Ramstein AB.
- The area in which you reside determines the school your children will attend.
- Members cannot request a specific type of quarters. They will be offered the next available housing unit they are entitled to in the area of their choice, unless they are on TLA. Members on TLA are offered the next available housing unit regardless of area preferred.

NEWCOMERS

- Newcomers are required to visit the Housing Office to receive a TLA briefing within two days of arrival and to determine if they are eligible for TLA.
- TLA is only authorized until government or economy quarters are available, whichever comes first. Due to the large number of government housing available, most new arrivals are offered quarters even though they may not want to live in housing.
- If SM refuses to accept available quarters, TLA entitlement is terminated the date loaner furniture could be delivered.
- TLA can also be terminated if member declines available economy housing because the landlord will not accept pets or member only looks for housing in certain school district.

GOVERNMENT HOUSING

- Almost all of our government housing was built in the 1950s as stairwell-type units.
- Each building houses either 18 or 24 families.
- Over half of the inventory has never been renovated.
- Aggressive renovation started in FY 97 and is ongoing.
- Bedroom size and the category of housing for which you are eligible are based on grade, family size and family composition.
- If you have two children that are the same sex and both are under nine years old, the two children will be required to share a bedroom.
- If you have two children that are opposite sex and both are under five years old, the two children will be required to share a bedroom.
- One parking space for each unit is reserved; additional spaces for a second car are limited.
- Cable Television hook-ups are provided. Service is at member s expense.

STYLES AND FLOOR PLANS

- There are far too many different styles of floor plans to include them in SITES.
- Floor plans and amenities of the apartments are available at the housing office.

SQUARE FOOTAGE

| | 3 Story | 4 Story | 3 Story | 4 Story |
|--------|---------|------------|----------|----------|
| | Balcony | No Balcony | Wet Cell | Wet Cell |
| 2 BdRm | 890 SF | 1081 SF | NA | NA |
| 3 BdRm | 1081 SF | 1309 SF | NA | 1355 SF |
| 4 BdRm | 1151 SF | NA | 1351 SF | NA |

* A Wet Cell is an extra Bathroom with a Laundry Facility

TURN DOWN OPTION

- When an offer of government housing is made, you have 24 hours to accept or decline the unit.
- The 24-hour accept/decline period must be adhered to, even if you are unable to view the specific quarters offered.
- You may exercise a turndown option once without being removed from the waiting list.
- TLA stops the date furniture could be delivered to earliest available quarters.
- If you decline your second offer, you will be removed from the waiting list and may re-apply in 90 days.
- In order to re-apply, you must complete another application.

GOVERNMENT HOUSING RESTRICTIONS

- Waterbeds are not allowed.
- There is also a 2 pet per household limit.
- Occupants must remain in housing for a minimum of one year.
- If after that time, they wish to relocate to the economy, they must request to do so in writing. Most requests are disapproved due to low occupancy rate.
- Approval will only be given if the housing occupancy is at least 98%.
- Since Cable Television hookups are provided, satellite dishes are prohibited.

Community Housing

COMMUNITY HOUSING

- The average rental housing move in cost runs from \$2000 to \$3000.
- This includes rent and security/utility deposits.
- Individual single-family homes are expensive; most rentals are small, multi-family apartments.

- There is a shortage of four or five bedroom housing units on the economy.
- One- and two-bedroom apartments are easier to find.
- Furnished apartments are also available.
- Permanent rental quarters can usually be obtained within 20 days of arrival if the sponsor aggressively seeks housing.
- Be sure to report to the housing office within two days of arrival for assistance.

HOUSING OFFICE'S ROLE

- Maintains an automated database of available economy housing units and amenities.
- Inspects homes to ensure adequacy and rental value.
- Provides assistance with contacting prospective landlords and utility companies as well as mediating landlord/tenant complaints.

PLAN AHEAD

- Apartments and houses on the economy are usually smaller than rentals in the United States and many do not have amenities, such as built-in closets or garages.
- The Furnishings Management Office will provide closets (wardrobes), microwaves, washers, dryers, refrigerators, and a transformer when necessary.
- Do not ship excess and oversized furniture.
- It may be difficult to locate economy housing that will accept pets.

LOCAL REAL ESTATE AGENTS

- Should only be used as a last resort.
- Charge a Finders Fee of one month's rent to locate a home.
- Reimbursement for a Realtor fee is RARELY authorized.
- A member must have PRIOR written approval from the housing manager in order to be reimbursed.

AVERAGE RENT

| Average Rent | |
|---------------------|---------|
| 1 bedroom apartment | \$441 |
| 2 bedroom apartment | \$658 |
| 3 bedroom apartment | \$868 |
| 4 bedroom apartment | \$1,048 |
| 5 bedroom apartment | \$1,193 |

Utilities

UTILITIES

- Heating fuel, water and electricity are more expensive in Germany than stateside.
- Rent and utility transactions are paid in local currency, the Euro, which means costs vary based on the US dollar to Euro daily exchange rate.

- Each German community runs their own utility companies so you will have to contact your landlord or the Housing Office to be directed to the appropriate office.

- The average monthly rent and utility costs for an economy apartment in the KMC are as follows:

Average Utility Costs

| | |
|---------------------|-------|
| 1 bedroom apartment | \$218 |
| 2 bedroom apartment | \$261 |
| 3 bedroom apartment | \$324 |
| 4 bedroom apartment | \$380 |
| 5 bedroom apartment | \$430 |

UTILITY TAX AVOIDANCE PROGRAM (UTAP)

- Designed to help service members lessen utility costs.
- Provides tax relief for Electricity 16%, Gas 16%, and Water 7%.
- A \$77.00 administrative fee is charged upon registration.
- The sponsor must register or provide a power of attorney.
- If you move after you've registered, you must update your account.
- Walk in service
- Check with VAT office for more information, 86th Services, Bldg 2122, 480-5309 or e-mail to 86SVS.SVFLV@ramstein.af.mil

TELEPHONE

- The Telecom Office administers all local phone service.
- If you choose to keep the number already listed to your new residence it will cost you 25 Euro to establish service.
- If you choose to request a new phone number it will cost you 50 Euro.
- Basic Service is approximately 13 Euro per month.
- You can have your bill automatically allotted by the Community Bank or Services Federal Credit Union if you choose.

Relocation Services

Relocation Services Overview

For more information on this subject:
Request a Sponsor through S-GATE
<http://www.1perscom.army.mil>

Relocation Services Overview

Moving presents challenges and stress on the entire family. The Army provides a package of benefits and allowance for relocation personnel and their families, from housing to spouse employment

assistance, called SITES. The Relocation Readiness Program provides concrete aid to help minimize the impact of mobility on the emotional and physical well being of the Army Family. This section provides information on the support agencies in the KMC to assist you in making your PCS as "stressless" as possible.

The KMC ACS Relocation Readiness Program offers services to include Welcome Packets on this installation. There is a lending closet which loans kitchen items, car seats and strollers. There are other services to include pre-move and post-move briefings and unit/individual sponsorship training.

Start your move off right. Ensure that you have a sponsor assigned and that s/he is responsive to your needs. Contact your current unit PAC office for all the information about getting a sponsor. You may also request a sponsor through the SGATE program on-line. Please see the web address below in the Detail/Record Listing section.

PERSONAL RECORD CHECKLIST: Never ship important documents in your Household goods. Always handcarry the following items:

1. Marriage certificates/Prenuptual agreements
2. Birth certificates of all family members
3. Passports of all family members
4. Insurance policies, policy numbers, types of insurance and business address
5. Previous discharge papers (DD FM 214)
6. Divorce and annulment papers pertaining to prior marriages
7. Death Certificates
8. Social security cards for all family members
9. Immunization records of all family members
10. Armed Forces Identification cards for all qualifying family members
11. Citizenship/Naturalization papers
12. Property deeds, automobile titles and registration
13. Wills
14. Medical/Dental records for all family members (especially for families enrolled the Exceptional Family Member Program)
15. School report cards/education record for all children (also, IEPs)
16. Church/Synagogue Records (eg. baptism, confirmation)
17. Names and addresses of credit card companies you have business with
18. Saving/Checking account books with appropriate mailing addresses
19. Statements for saving bonds, certificates of deposit, and stock certificates
20. Personal property inventory include serial numbers
21. Receipts for high value personal property
22. A list of companies due payments from you during the process of your move (to insure payment does not become delinquent).
23. Employment records (eg. SF 171, Electronic resume, letters of recommendation).
24. A minimum of three copies of service member's

- PCS/TDY orders
25. A minimum of three current copies of Power of Attorney
26. A minimum of three copies of family travel orders
27. Household goods shipping/storage documents
28. Hold baggage documents
29. Privately owned vehicle shipping documents
30. Port call and Supporting document
31. State and Federal Tax records.

| |
|------------------------------------------------------------------------------------------|
| Name: SGATE program on-line |
| WWW Link: http://www.1perscom.army.mil |

Relocation Assistance

Relocation Assistance

The Relocation Readiness Program is designed to provide education, counseling, relocation planning, information, referral, and emergency assistance to service member and their families. These services are compiled and processed through an automated information system called Standard Installation Topic exchange Service (SITES). Relocation services within Army Community Service include welcome packets, lending closet, employment information, orientation program, pre-move briefings, sponsorship training, German & ESL classes/referral, post-move briefings, and relocation related workshops.

NAME: Army Community Service **POC:** Relocation Program Manager **ADDRESS:** Pulaski Barracks, Bldg 2891
TELEPHONE: DSN 489-6476

"HEADSTART" After arrival and prior to Headstart, you should report to your duty section to initiate unit inprocessing. You must inprocess within four days of arrival. If you are in an accompanied status, you will receive a few extra days to take care of getting your family settled, i.e. housing, school, etc. Your Headstart class will also be scheduled at this time. Headstart is a two week consolidated newcomer's orientation program. It is designed to streamline inprocessing with groups who are processing their actions under one roof. This means less hassle and running around for you. Headstart includes one week of briefings and one week of conversational German. You'll also get a bus tour of part of the KMC and an afternoon walking-tour throughout the city's historic pedestrian zone that includes lunch at a German guesthouse.

"NEWCOMERS' ORIENTATION" Newcomers who want to know about their new community can either participate in Headstart or the Newcomers' Orientation offered by ACS. This program includes an overview of the military and civilian resources

available throughout the KMC as well as a German Basics class and a walking tour of downtown Kaiserslautern. The orientation is held monthly. Upon arrival, contact your ACS Relocation Readiness Program to sign up for this. ACS Newcomer's Orientation is especially helpful for family members and DOD Civilians who do not attend the 415th BSB In-Processing and Head Start language programs.

In Transit Emergencies

In Transit Emergencies

When traveling, carry your important papers (orders, ID cards, passports, traveler's checks, etc.) with you, not packed in your luggage. Telephone information should be left with relatives, and/or your gaining installation unit, and sponsor while travelingshould an emergency arise. Always have some savings set aside for emergencies and plan for the unexpected.

The American Red Cross and Army Emergency Relief (AER) are available for emergency aid. Red Cross and AER phone numbers are usually listed in the "Services" chapter. Both organizations can help with emergency financial assistance and in contacting relatives in case of an emergency situation.

Financial Preparedness

Financial Preparedness

Your money is your responsibility, but living overseas requires a little extra attention....especially when first PCSing. The monetary unit in Germany is the Euro. Exchange rates between the dollar and the Euro change daily. The current rate is given over the American Radio and Television broadcasts. Just as the dollar is divided into 100 cents, the Euro is divided into 100 cents. Items purchased on the German economy are subject to a 16% value added tax (VAT). In general, if an item exceeds 50 Euro after the tax, US forces personnel may, if the merchant agrees, obtain tax relief by providing a VAT removal form.

Community Bank and Service Federal Credit Union are full-service financial institutions in the KMC. They offer checking and saving accounts, foreign currency exchanges, personal loans, certificates of deposit, bill-paying services, and travelers' checks in dollars and most European currency denominations. Limited transactions can be handled at area Army and Air Force Exchange Service, and officer and enlisted clubs. Each bank has a 24 hour automatic teller machine, which operates continually and affords customers ready access to their accounts.

Also unique to ATMs in Germany is the option to make withdrawals in dollars or Euro. Customers who make Euro withdrawals buy them at the day's going rate. The ATMs also accept the government issued American Express card for cash advances for travelers. While visiting on temporary duty in the US, credit union members have free access to their accounts using the credit union's VIP line.

Financial problems can be addressed to the ACS Financial Readiness Program Counselor or Army Emergency Relief Representative. These programs include one-on-one financial counseling to those who are having difficulty with budgeting or paying bills, consumer advocacy and debt liquidation. There is emergency food assistance, a children's closet and classes on checkbook management, debt management, personal financial management, and basic investments. For more information contact the number listed below.

FINANCIAL READINESS PROGRAM POC:

Program Manager ADDRESS: Pulaski Barracks, Bldg 2919

TELEPHONE: DSN 489-7063/6469

PCSing entitles you, the military member, and your family certain benefits. Upon arrival, check with the Finance office about the following entitlements that may be authorized to you: 1. Overseas Housing Allowance (OHA) 2. Moving-In Housing Allowance (MIHA) 3. Cost of Living Allowance (COLA) 4. Advance Pay 5. Advance Travel Pay 6. POV shipment 7. Temporary Lodging Allowance (TLA) 8. Family Separation Allowance (FSA) I and II 9. Variable Housing Allowance (VHA) 10. Basic Allowance for Quarters (BAQ) 11. Advanced OHA (Overseas Housing Allowance)

*******REMEMBER*******

Keep a detailed record of your PCS travel - include all stops (including leave) enroute, arrival, and departure dates and times. It is also important to keep receipts and/or records of ALL expenses associated with your move. It is a requirement to turn in a copy of any MTAs and/or TRs with your travel settlement voucher; therefore, be sure to keep all plane tickets. Finally, pick up your military pay and travel pay records before you leave your present duty station. Without record, payment must be held pending confirmation of advance. If you received advance travel pay, ask for a copy of the voucher to file with your PCS settlement claim.

Your payment for travel will be made by electronic funds transfer, which is deposited into your direct deposit account or another account, if your prefer.

In conclusion, a family should visit the Financial Readiness Program manager at their current installation, and check into budgeting for their upcoming move. A little fiscal planning before your move can save a lot of headaches later.

Exceptional Family Member Program (EFMP)

The 415th BSB Army Community Service EFMP manager should be contacted prior to the PCS move. Some families require special needs, accommodations or considerations based on the special needs of the exceptional family member(s). The Exceptional Family Member Program (EFMP) is a mandatory enrollment program that is based on public law and Department of Defense mandates. Soldiers on active duty enroll in the program when they have a family member (child or adult) with a physical, emotional, developmental intellectual or educational disorder requiring specialized services related to medical treatment, therapy, counseling, training and/or education. Enrollment ensures that the needs of the family member will be considered in the military assignment process. When a soldier is being considered for an assignment to an OCONUS area, all family members (who are command sponsored - family travel is authorized) must be medically screened. This screening consists of medical records review for all family members. The physician completes a DA-5888 which is sent forward to European Regional Medical Command (ERMC) through 1st PERSCOM and Dept. of Defense Dependent Schools (DODDS) for a medical and/or educational review. When 1st PERSCOM approves family travel, the soldier may begin the PCS preparation. When services are not available, PERSCOM considers alternative assignment locations based on existing assignment priorities or sends the soldiers on an unaccompanied status. This is important to families who have members with special needs because it ensures that they are aware of the care available at the gaining installation.

SPECIAL HOUSING ASSIGNMENTS: If a family member with a medical condition which requires special adaptations within the family housing unit, the EFMP manager should be notified of the family requirements as soon as possible, prior to the move. Special housing is provided only when there is medical documentation verifying the condition and justification for adaptation.

DODDS SPECIAL EDUCATION: Please check the DODDS' website for information.

SUPPLEMENTAL SECURITY INCOME (SSI) & SUPPLEMENTAL SECURITY DISABILITY INCOME (SSDI): If the soldier has a spouse or child with a disability, it is essential that they visit their Social Security office prior to coming to Germany. It is not possible to sign up for SSI & SSDI while you are in Germany.

INDIVIDUAL EDUCATION PLAN (IEP): If you have a child on an (IEP), please request your child's IEP and hand carry it with you.

The EMFP program provides: support groups, advocacy, recreation, information/referral, and relocation services.

POC..... : ACS, EFMP Program
Coordinator Location..... : Pulaski Bks,
Bldg. 2891 Telephone..... : 489-6476
Hours..... : Mon-Fri 0730-1630

Household Goods In-Bound Shipments

For more information on this subject:
<http://www.ramstein.af.mil>

Household Goods In-Bound Shipments

What to bring vs. what to store? The age old question....personnel are always reminded to take advantage of non-temporary storage options. German house/apartments, as well as Government quarters, are normally smaller than your stateside home. Local storage facilities are limited and very expensive. Plan wisely!

FAMILY RECORDS: If you sold a house, bring all the papers you will need for income tax purposes. Family records, social security numbers, birth certificates, medical records, other vital records should be handcarried, not sent through household goods/ unaccompanied baggage. **LOOK AT THE LIST AT THE BEGINNING OF THIS CHAPTER.**

LARGE APPLIANCES: Ignore any military literature that suggests you do otherwise: **STORE THEM!** Whether you live on or off base, you will be provided a stove, refrigerator, and washers and dryers. And in some instances, microwave ovens also. The Furnishing Management Branch will issue out all of the large appliances mentioned above for your entire tour. Your models may be fancier, but it will cost to have it converted and using it on a

transformer will shorten its lifespan - not to mention the weight added to your household goods shipment.

SMALL APPLIANCES: Many people store 110 volt appliances, and buy 220 volt appliances once they reach their destination. Others use their 110 volt appliances with the available transformers. **DEPENDS!** Be aware that transformers can reduce the life of the appliances. When bringing your small appliances, you may want to consider the age and quality of the item. Some of the newer products have built-in converters. If an appliance is old and unreliable; or if you're already to replace it anyway, consider disposing of it and buying a new one here. Many departing personnel have German specification items which they're eager to sell, so used appliances are available. Many people ultimately replace things like irons and toaster with 220 volt appliances because the different hertz rating of the American product does affect the heating capability. The same holds true for personal grooming items like hair dryers and curling irons.

TELEVISIONS/STEREOS/VCRS: **DEPENDS!** Bring your television set or buy one here? You will be able to use your 110 volt TV with a transformer. The Armed Forces Network (AFN) TV has one channel and is broadcast on the NTSC frequency (your US TV will receive only this frequency). Televisions are available in the BX/PX which receive both the AFN and German channels. Also available is cable, which has a variety of stations, plus one movie channel. Your turntable may need to be converted to 50 hertz to run at the proper speed. Not all turntables can be converted. However, you should check this out with a local electrician before you leave the states.

ELECTRICAL CLOCKS: **LEAVE THEM!** They will not keep time properly at all due to a different hertz cycle (50 hz vs. 60 hz). This will also eliminate any timing function or devices connected with microwaves, VCRs, etc. Battery operated clocks run just fine.

TELEPHONES: **BRING THEM!** Yes, you can use your telephone in Germany. All you do is buy an adaptor in the PX. You must also get your phone approved by the German Telekom (Telephone) company. Certain phones like cellular or cordless, may not be approved if they run on unapproved frequencies.

MICROWAVES: **DEPENDS!** Again the 50 hertz problem, they work fine off a transformer but they're slower and the clock won't work correctly. Some

older models don't work well at all. You need to consider the age and quality of your microwave before bringing it with you. FMO will issue microwaves for your use. **NOTE:** Bread machines do not work too well either.

CURTAINS: German curtains and drapes are hung from the ceiling, not from the wall. They are, therefore, longer than average American curtains. American curtains can be easily adapted (**BRING THEM!**) by simply sewing a special hanging tape to the floor length American drapes (about 80"); this will be approximately 12" off the floor since German curtains are usually about 92", twin or double sheets made into curtains will be perfect length. Drapes are supplied to all quarters. They hang on German-style ceiling rods. Many people bring drapes, curtains and rods (or order these from the states). The Germans have beautiful sheers that can be purchased in all price categories.

RUGS: Bring all that you'll need. Almost all German economy housing is tiled or wood flooring, and all Government housing is tile and wood flooring. Note that JC Penney Catalogues will **NOT** ship their largest rugs to overseas addresses. Rugs may also be purchased from the BX/PX on a first-come, first-served basis. However, they cannot be ordered and are not always available. There are rug factories within a good day's drive that have excellent choices and prices.

STORAGE SPACE ITEMS: **BRING THEM!** Bring any metal shelves, bookcases, chests, or hanging racks that you think you need. If planning to live off post, remember that there are no built-in closets in private rental housing. However, wardrobes are available from the Furnishings Management Branch.

SPORTING EQUIPMENT: **DEPENDS** - on the size and do you currently own sporting items. Bring bikes, tennis racquet, golf clubs, etc. Recreation facilities, both German and military, are available - Germans love the great outdoors. Larger items like boats, windsurfing or ski equipment, etc. can be rented from Outdoor Recreation. The equipment is excellent, and the cost is minimal.

CATALOGS: Bring your favorite store catalogs (such as Spiegel and JC Penny). Also if you are petite or large size or you have a special store to get your clothes from, it might be in your best interest to bring a catalog from that particular store.

UNACCOMPANIED BAGGAGE: This is the shipment of airfreight to Germany so it is available within 35 to 45 days of shipment. Check with your

transportation office for the proper weight allowances. Make sure you are under your weight limit so that it will be airfreight. Below are some items people include in hold baggage: cleaning supplies, linens, books and toys, next season's clothes (since your household goods may be delayed in arriving, and the seasons may change unexpectedly early), military items, tools, TV, VCR, alarm clock (battery operated), and baby furniture--crib or playpen, walker, etc., (highchairs and car seats are available from ACS for 30 day loan). Insist that your unaccompanied baggage, household items and storage pickups be done on separate days to avoid confusion. Please remember there is an ACS lending closet here with items for you to borrow up to 60 days: cookware, dishes, utensils, and some small appliances until your own things arrive.

CHECKING LOSS OR DAMAGE AT DELIVERY IS VITAL

If you have just arrived in Germany, or are preparing to move, you need to understand the 70-day rule for providing the carrier notice of any loss or damage in shipment. If you don't, be prepared to lose money. At the time your household goods are delivered to you by a carrier, the driver will give you a pink document called the Joint Statement of Loss or Damage at Delivery (DD Form 1840). You and the driver should list on this form all the property, which has obvious damage or is missing due to the move.

In most cases, listing all loss or damage before the driver leaves is an impossibility. At the end of a long day, when the driver and his helpers place the last box in your residence, the only thing you want is for them to leave. However, if you see that a couch or dining room table is missing at the time of delivery, please note these items on the Joint Statement at that time.

Claims Service policy provides that obvious damage or missing inventory line items should be noted at delivery. This benefits you, the claimant, because the driver helped substantiate the damage or loss occurred. Failure to do so places claims personnel under a duty to inquire why this wasn't done.

Both you and the driver will sign and date the DD form 1840. The driver's signature indicates that his company is aware you have sustained damaged property and/or missing items. Your signature on this form also acknowledges that you understands that you have 70 days to list any further loss and/or damage on the back of the form and take it to the nearest claims office. Failure to do so may result in

your being paid a smaller amount on a claim or losing your entire claim.

Even if you did not list any damages or loses on the Joint Statement at the time of delivery, you can still provide timely notice if you don't violate the 70-day rule. On the reverse side of the Joint Statement is another form, the DD Form 1840R. This is called Notice of Loss or Damage. Any damaged or missing property not listed at the time of delivery must be listed on this reverse side form. Be sure to turn the carbon copies around so that all copies will be legible. List any losses or damages not noted on DD Form 1840. Be as specific as you can when listing your damages. Turn these forms in the claims office prior to the 70th day after your household goods delivery. The claims examiner will date stamp the form, provide you with a copy, and mail the notice to the carrier.

If you fail to give the claims office timely notice of the loss or damage, that office cannot give timely notice to the carrier. The Army will be unable to collect from the carrier. The amount of loss will be deducted from your claims award. In many cases, this will result in total forfeiture of the claim.

Remember, you only have 70 days to turn in your Pink Copies (DD Form 1840R) to the claims office. If at all possible, bring in your inventory and GBL (Government Bill of Lading) when turning in your DD Form 1840R. You don't need estimates, or replacement cost when complying with the 70-day rule. At the time you turn in your pink copies, you will be provided with claims forms and instructions about filing your claim. You have two years from the date of delivery to file your claim. Follow these simple rules and this will help you.

If you have any questions pertaining to claim policies, please contact your nearest military claims office.

TRANSPORTATION OFFICE

Location..... : Daenner Kaserne, Building 3170

Telephone..... : 483-7751

Hours..... : Mon-Thur 0730-1530;

Closed for Lunch 1200-1300; Fri 0730-1515

Transportation Sub-office

Location..... : Kleber, Bldg 3245, Rm 117

Telephone..... : 483-8884/8646

Hours..... : Mon.-Fri.0730-1600

Closed for lunch 1200-1300

FURNISHINGS MANAGEMENT OFFICE (FMO):
 FMO was established to issue authorized items of government-owned furnishing to eligible personnel. These furnishing will help you in establishing your household while your household goods are in transit, thus alleviating temporary lodging allowance expenses and help defray the cost of your move. The number of items you're authorized is based on the number of command-sponsored dependents that are reflected on your permanent change of station orders and amendments. A loaner kit consisting of basic essential furniture is also available for all authorized personnel for up to 90 days after overseas arrival, pending receipt of incoming household goods and for up to 90 days before departure. All members authorized support are entitled to the following items on a permanent basis:

- *Refrigerator, range (electric or gas), washer, dryer
- *Kitchen cabinet (one per private rental or government/leased quarters if not built in)
- *Wardrobe (quantity subject to availability)
- *Transformers (quantity subject to availability)
- *Microwave Oven (issued on and off base)

FMO is located.....: Einsiedlerhof Air Station,
 Bldg 720,
 About 5 minutes from Vogelweh
 Housing area.
 Telephone.....: 489-6153/6157
 Hour.....: Monday-Friday 0730-1430
 WALK-INS ONLY
 Monday-Thursday 1500-1630
 APPOINTMENTS ONLY
 Closed until 1000 the first Thursday of
 every month. FMO is
 also closed all American and German
 Holidays.

Household Goods Out-Bound Shipments

Household Goods Out-Bound Shipments
TRANSPORTATION OFFICE
 Location.....: Daenner Kaserne, Building
 3170 Telephone.....: 483-7751
 Hours.....: Mon-Thur 0730-1530 Closed
 for lunch 1200-1300; Fri 0730-1515

Transportation Sub-office
 Location.....: Kleber, Bldg 3245, Rm 117
 Telephone.....: 483-8884/8646

Hours.....: Mon.-Fri. 0730-1600 Closed
 for lunch 1200-1300.

Household Goods Claims

Household Goods Claims
 The Legal Assistance Office provides free legal assistance to service members, Department of Defense civilian employees, and family members. The staff is comprised of lawyers qualified to provide advice and assistance on matters within the general scope of the law.

When PCSing, a good thing to remember is to take pictures of valuable items attesting to their shape and quality. Always have extremely valuable items (jewelry, antiques, etc....) appraised. And keep a personal inventory of all household items.

When moving overseas, accidents do happen. It's better to protect yourself and your household goods. And if anything is not as you think they should be upon receipt of your goods, always contact Legal Assistance.

Claims Office POC.....: Legal Assistance
 Location.....: Kleber Bldg 3212
 Telephone.....: 483-8336/8414
 Hours.....: Mon.-Wed. 0900-1600, Fri.
 0900-1500, Closed Thur.

SOME HELPFUL HINTS FOR HOUSEHOLD GOODS CLAIMS

As you prepare for your next move, there are certain things you should know to avoid out of pocket losses due to limitations the claims system.

Two important features for you to remember are:

- (1) By law, the maximum amount that can be paid for any loss or damage to personal property arising from a single incident is \$40,000.
- (2) Within this \$40,000 limitation, there are maximum amounts allowable for certain items. For example: if you own a stereo system worth \$5,000 and it is lost in shipment, the maximum amount that we can pay is \$4,000. Please consider these limits when deciding if you need to purchase insurance for your personal property. There are over 80 categories of property, from air conditioners to wigs, that the Army has established a maximum allowable per claim. You should obtain a copy "IT'S YOUR MOVE" pamphlet and review the maximum amounts allowable for the property categories. If the pamphlet is unavailable, or if you have additional

questions, consult your Installation Transportation Office outbound shipping counselor or local claims office.

Other "do's and don'ts" of the pre-move process include:

Do not ship your proof or ownership documents, e.g., purchase receipts, prior appraisals, pictures, etc., of your personal property with your household goods. Handcarry these important documents.

If items are extremely valuable, you might want to obtain an appraisal. You must prove ownership and value. For example, if before shipment, you cannot prove you own a particular comic or baseball card and that it is in mint condition, you should consider some type of professional appraisal to substantiate ownership and value. It will be extremely difficult to prove ownership and value for an item after it is lost if you do not have such proof. An appraisal made after the item is missing based on your verbal description alone is insufficient.

Separate items, such as expensive jewelry, that you will handcarry with you.

If you own many items such as expensive comic books, baseball cards, compact disks (CDs), separately inventory each item before shipment. This inventory will help you account for these items if some or all of them are lost in shipment. However, the listing alone cannot substantiate value or prove it

was tendered to the carrier. The Army will not pay any compensation for coin collections or money lost in shipment.

Prepare your personal computers for shipment in accordance with the manufacturers instructions; put in park, key lock, etc. This is not the packers' responsibility.

Take pictures of household property. This will help prove you owned/shipped the items.

If you have any questions pertaining to claim policies, please contact your nearest military claims office. Within the 21st TSC, we have offices in Germany, Belgium and the Netherlands.

Household Goods Weight Allowances

Household Goods Weight Allowances

Kaiserslautern is a full weight allowance area. This means you should bring whatever furniture you need to set up your house. Loaner furniture is available for 90 days extensions are allowed until your furniture arrives. A washer, dryer, stove and refrigerator will be provided by the government. Renovated housing units have 110 and 220 volt outlets. Economy and non-renovated quarters only use 220 volts. Your 110 volt appliances can be used with a transformer, however, operating them with the transformer can shorten the life of the appliance.

Household Goods Weight Allowances

| <i>Grade</i> | <i>Allowance w/Dependents</i> | <i>Allowance wo/Dependents</i> |
|--------------|-------------------------------|--------------------------------|
| E1 | 5000 | 1500 |
| E2 | 5000 | 1500 |
| E3 | 5000 | 2000 |
| E4 | 8000 | 7000 |
| E5 | 9000 | 7000 |
| E6 | 11000 | 8000 |
| E7 | 12500 | 10500 |
| E8 | 13500 | 11000 |
| E9 | 14500 | 12000 |
| W-1 | 12000 | 10000 |
| W-2 | 13500 | 12500 |
| W-3 | 14500 | 13000 |
| W-4 | 17000 | 14000 |
| O-1 | 12000 | 10000 |
| O-2 | 13500 | 12500 |
| O-3 | 14500 | 13000 |
| O-4 | 17000 | 14000 |
| O-5 | 17500 | 16000 |
| O-6+ | 18000 | 18000 |

POV In-Bound Shipments

POV In-Bound & Out-Bound Shipments

POV Processing Center POC..... : USAF

Location..... : Kapaun AS Bldg 2806

Telephone..... : 489-7750

Hours..... : Mon-Fri 0800-1700

Car pick up time..... : Mon-Fri 0800-1530

Closed on American and German Holidays. Members shipping an oversized vehicle (exceeding 20 measurement tons) will be carded an additional cost for moving the vehicle from the water port to the vehicle processing center at Kapaun Air Station.

LEASED POVs: If a POV is leased or a recorded lien exists in the United States, written approval from the "third-party-in-interest" (leasing company or lienholder) must be obtained stating the vehicle may be exported.

POV TITLE: One certified (notarized) and two facsimilies (copies) of original or certified copy of the vehicle title. The title must include the vehicle identification number (VIN) or, if the vehicle does not have a VIN, the product identification number.

POWER OF ATTORNEY: If the vehicle is delivered by someone other than the member, there must be a signed letter of authorization, simple power of attorney, or other acceptable evidence. Ensure that the agent has proper identification and all other documentation required to ship the POV.

FUEL: POV should be turned in with no more than one-fourth (1/4) tank of fuel. If POV arrives at the VPC with excess fuel, member or member's agent is responsible for removing the excess fuel.

To avoid multiple trips when picking up your automobile, there are a few documents you will need to register your vehicle.

1. If you purchase a car from another American, both you and the seller must go to the registration office. Bring the white and blue copy of the registration, a double white insurance card, one AE Form 190-1AA stamped by the inspection station and your \$15 registration fee.

2. If you purchase a vehicle from a German, you need to have the German title book with a green or yellow card to indicate the car has been deregistered from the German system. You also need a double white insurance card, two AE Forms 190-1N, the \$15 registration fee, and a bill of sale.

3. If your car arrived from the States, you will need to inspect your car for damage, have a double white insurance card, one AE Form 190-1AA, the \$15

registration fee, a copy of your orders, and your ID, your license plates in hand.

POV Out-Bound Shipments

POV Out-Bound Shipments

Same POC as In-Bound Shipments

POV Claims

Claims Office POC..... : Legal

Assistance Location..... : Kleber Bldg 3212

Telephone..... : 483-8336/8414

Hours..... : call for assistance

Closed on Thursday

Pet Boarding/Kennels

If you are bringing your pet, keep in mind that pets are not allowed in billeting. Some German hotels may allow your pet to room with you for an additional fee. It might be necessary to keep your pet in a kennel until you have secured quarters.

Kennel POC..... : Doghouse Paque'

Location..... : Ramstein Village

Telephone..... : 06371-952584

Hours..... : By appointment only

Comments..... : Boards dogs and cats.

Kennel POC..... : Rainbow Farm, Pet
Boarding & Grooming Location..... :
Landstuhl, Harzofen 9

Telephone..... : 06371-914619 or 06371-
12980

Hours..... : Mon-Fri 0900-1700

Comments..... : Boards dogs and cats by
appointment only

Kennel POC..... : The Farm Kennel,
Boarding and Grooming

Location..... : Bruchmuhlbach-Miesau

Telephone..... : 06372-8070

Hours..... : By appointment only

Comments..... : Boards dogs and cats.

Kennel POC..... : Tannenhof

Location..... : Landstuhl, Am Harzofen 5

Telephone..... : 06371-14129

Hours..... : Mon-Fri 1000-1200 1600-
1900, Sat 1000-1200

Comments..... : Pet boarding and grooming

Kennel POC..... : K9 Dog Boarding

Location..... : Sembach

Telephone..... : 06302-2624

Pet Licensing

For more information on this subject:

For Dangerous Dog Law See: Hot Topics

<http://www.healthcare.hqusaureur.army.mil>

Pet Licensing

Dangerous Dog Law: Effective 11 July 2000, Germany enacted a "Dangerous Dog" law which prohibits the import, breeding or trade of "dangerous dogs" in different areas of Germany. It is very important to have the most up to date information on this subject. Please see the European Regional Medical Command website listed at the end of this section for the latest information on the dog laws in Germany. The site includes a list of breeds affected by this law. Kaiserslautern is located in the state of Rheinland-Pfalz.

All pets will need a veterinary certificate which states the animal is in good health, free from rabies or suspicion of rabies, and that no case of rabies has occurred within a 15 mile radius of the pet's former residence. The health certificate may not be dated or issued earlier than eight days before the animal's departure from the US. This certificate must be written in both German and English from a licensed vet of the area in the US where the pet last resided.

Once your pet arrives, it must be registered with the Veterinary Services at a cost of \$3.00 per pet in Pulaski Barracks, Bldg. 2928. At that time you will be issued a rabies certificate and tags for the pet. German law requires that the animal must be vaccinated for rabies annually. Rabies certification must be kept current. An identification tag be worn on the animal at all times. When not confined, a dog must be on a leash. German law also requires stray animal be destroyed.

Finding housing with a pet is no more difficult than in the States - some landlords will accept them, some will not. An additional security deposit is usually required.

Germans love animals and a properly behaved dog on a leash can bring a smile to the most austere-looking Teutonic countenance. Note the words "properly behaved" and "leash" - again, courtesy and self-discipline are prominent aspects of the society. Dogs are not allowed to run loose in Germany; neither are cats - in fact, they are subject to being shot if found loose. Rabies is a serious problem in Germany, so if you plan to bring your pet, plan for it to live in the house or a fenced yard and only stay outside in a carrier or on a leash.

Pet owners are liable for any damage their pet may do--anything from digging up your landlord's flower bed to causing a car to hit a telephone pole while veering to miss the animal. Most insurance companies offer pet liability insurance at a nominal fee.

In summary, having a pet in Germany is like having a pet in the States, except the Germans are more tolerant of restrained pets in public places and less tolerant of pets allowed to run loose.

Local Agency POC .. : Veterinary Clinic
Location..... : Pulaski Bks, Bldg 2928
Telephone..... : 489-7592/7068- 0631-536-7592
Hours..... : Mon-Fri 0800-1600
Comments..... : See comments under site veterinarian.

| |
|-----------------------------------------------------------------------------------------------------------------------|
| Name: 100th Medical Detachment - Veterinary Service Headquarters |
| City: Heidelberg, Germany |
| DSN Phone: 371-3317 |
| WWW Link: http://www.healthcare.hqusaureur.army.mil |

Pet Quarantines

Not applicable in Continental Europe.

Veterinary Services

Veterinary Services

Military Facility POC : Veterinary Clinic
Location..... : Pulaski Bks Bldg 2928
Telephone..... : 489-7592/7068, 0631-536-7592
Hours..... : Mon-Fri 0800-1600
Comments..... : Appointments are required at military veterinary services and emergency care is not available. It is advisable to obtain a German veterinarian in case of after hours emergencies. A listing of German vet clinics is available at all military facilities.

Kaiserslautern Stray Animal Facility : Pulaski, Bldg 2928
Telephone..... : 489-6588
Hours..... : Mon-Fri, 0930-1500, Closed for lunch 1200-1300, Closed Weekends and Holidays
Comments..... : This is for stray/abandoned animals. If you find that keeping your pet is a burden, animals will be allowed on a Space-A basis. Impound fee for neutered animals is \$35; non-neutered animals is \$45. The Center first requires that you put a free ad in the KAISERSLAUTERN

AMERICAN and the STARS & STRIPES and run the ad for one week offering a free pet to a good home. After this has been done, they will accept your pet and find placement.

Pet Transportation

Pets may be shipped by Air Mobility Command. Only PCS status passengers may request pet shipment. Sponsor/family member will accompany the pet to the final destination. Pets are defined as dog or cat only and are restricted to a maximum of 2 pets per family. Requests for reservations are made on a first-come first-serve basis. Specific rules and regulations apply. Please contact your local transportation office for details.

Check with veterinary services in your area to assist with tips for preparing pets for travel and necessary documentation.

Upon arrival, you will clear your pet at Frankfurt International Airport, either at the civilian air freight terminal if your pet DIDN'T fly on your flight; at the baggage area if your pet flew with you; or at the designated pickup point at the Rhein Main Passenger Terminal.

Separation Procedures

Separation from the Army is serviced by the Central Processing Facility on Kleber Kaserne, Bldg. 3245. Outprocessing briefings are held every other Tuesday. Call DSN 483-7372/8342 for dates and times to begin your separation or retirement process.

The following agencies are available to assist service members during this process:
Army Career and Alumni Program (ACAP) retirement services 483-7089
and the Civilian Personnel Assistance Center (CPAC) 489-7052.

Billeting

BILLETING OFFICE POC.: USAF,
Central Registration
Location.....:Ramstein Bldg 305
Telephone.....:480-4920
Hours.....:0730-2000 Monday-Friday
Comments.....:Closed Federal Holidays

CAMPING RESERVATIONS OFFICE POC.....:
AFRC
Location..... : Garmisch-Partenkirchen-
Chiemsee Germany Telephone..... : Toll free

from Germany 0130-81-7065 Hours..... :
duty hours
Comments..... : Many have trailers available
for rent, also open camping sites at ten dollars a day
per tent. Hotel reservations can also be made at this
number.

TRAVEL OF UNACCOMPANIED FAMILY MEMBERS:

Travel Office-Commercial Travel Office POC.:
SATO
Location..... : Kleber, Bldg 3208
.....: Landstuhl, Bldg 3776;
.....: Vogelweh, Bldg 2011
Telephone... : 0631-341630(Kleber)
.....: 06371-912043(Landstuhl);
.....: 0631-3503033(Vogelweh)
Hours.....: Kleber 0830-1630, Vogelweh & Ramstein
Comments..: Official travel reservations are made at
Kleber office Mon-Fri, 0800-0930.

ITT Destinations Unlimited Tour Office
Location.....: Vogelweh Bldg 2059
Telephone..... : 489-7064/7692
Hours.....: Mon-Fri 0900-1800

Unaccompanied PCS

Unaccompanied PCS
Being on an unaccompanied tour is always difficult overseas, whether you're to be stationed at Camp Humphreys, South Korea; Guantanamo Bay, Cuba; or the Kaiserslautern Military Community, Germany. But this is a chance of a lifetime to see the world.

Always remember to communicate with your family and friends at home - it makes the separation easier. And there are lots of organizations here in the KMC that are for single and Unaccompanied soldiers like yourself - BOSS, the USO, Chaplains, and much, much, more. So enjoy yourself while on your tour.

Support Services

Support Services Overview

Support Services
Support Services Overview
The support services in the area develop, coordinate and deliver soldiers and families social support services that contribute to their overall morale and welfare. Within the community there is Army Community Service, Army Career and Alumni Program, Social Work Services, Exceptional Family Member Program, Family Advocacy, American Red

Cross, Chapel, Installation Volunteer Program, United Services Organization, the Family Assistance Center, Better Opportunities for Single and Unaccompanied Soldiers, many and various Support Groups, MWR, Community Counseling Center, and Legal Assistance.

Family Centers

For more information on this subject:
Army Community Service
<http://www.mwrgermany.com/>

ARMY COMMUNITY SERVICE (ACS) serves as the Commander's primary resource agency for developing, coordinating, and delivering soldiers and families social support services that contribute to overall morale and welfare. ACS is located on Pulaski Barracks, Bldg 2891. It is open Monday through Friday (except Federal Holidays) from 0730-1630. You can contact them at DSN 489-6476 or CIV 0631-536-6476.

Within ACS there are several program areas, designed to assist not only soldiers, but civilians, military retirees, and family members. ACS program managers develop and implement education and prevention programs, which enhance wellness within the installation community. The following is a brief description of each program:

RELOCATION READINESS offers Welcome Packets of the Kaiserslautern area, maintains the SITES program and has welcome packets from select military installations. Relocation has a Loan Closet, which contains needed items such as kitchen items, irons and ironing boards, car seats and strollers, as well as microwaves and vacuum cleaners. Other services include pre-move and post-move briefings, sponsorship training and informational classes on moving, Waiting Families support groups, English as a Second Language, Newcomers Orientations and German culture/language information.

INFORMATION & REFERRAL (I&R) provides information regarding military and civilian resources. Special Host Nation services offered are: translation of German bills and other correspondence (no certified translation), explanation of utility and telephone bills and information on local events and resources.

FINANCIAL READINESS PROGRAM includes personal financial counseling, consumer advocacy and debt liquidation, emergency food assistance, and classes on checkbook management and personal

financial management, and first-termers financial training.

DEPLOYMENT/MOBILIZATION PROGRAM provides information and support to families and units concerning all deployment and family readiness issues. This includes pre-deployment, deployment, reunion and post-deployment assistance, and Family Readiness Group (FRG) training. Assistance and support is also provided to Rear Detachment Commanders, Family REadiness Liaisons and unit commanders.

FAMILY ADVOCACY PROGRAM (FAP) exists to help prevent and identify family maltreatment issues. A staff of qualified social service professionals operates a range of specific programs. These programs are designed to educate, prevent interpersonal violence, help identify suspected abuse of child and adult family members, and assure adequate response to those issues in the community. Individual appointments are generally available to assess clients needs and refer them to appropriate service providers.

FOSTER CARE is operated by FAP as 24-hour safe family-based care. It is for eligible children who cannot be safely cared for by their natural family or legal guardian. Foster Care provides those children with healthy family experiences and assists their family to improve the conditions which necessitate placement.

EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) provides support groups, advocacy, recreations, information and referral and relocation services for exceptional family members. The EFMP manager at ACS should be contacted prior to the PCS move especially when the family requires special needs accommodations or other considerations due to the needs of the family member. The program is a mandatory enrollment program that is based on public law and Department of Defense mandates. Soldiers on active duty enroll in the program when they have a family member (child or adult) with a physical, emotional, developmental, intellectual or educational disorder that requires specialized services. These services may be related to medical treatment, therapy, counseling, training and/or education. Enrollment ensures that the needs of the family member will be considered in the military assignment process.

When a soldier is being considered for an assignment to an OCONUS area, all command sponsored family members must be medically screened and their medical records must be reviewed. The screening

physician completes a DA-5888 forwards this to the European Regional Medical Command (ERMC) through 1st PERSCOM and Department of Defense Dependant Schools (DoDDS) for a medical and/or educational review. Once family travel is approved by 1st PERSCOM, the soldier may begin preparing for PCS.

If services are not available, PERSCOM considers alternative assignment locations based on an unaccompanied status.

If a family requires special adaptations within a family housing unit, the EFMP manager at ACS must be made aware as soon as possible (prior to the move). Special housing is provided only when there is medical documentation verifying the condition and justification for adaptation.

FOR CHILDREN ON INDIVIDUAL EDUCATIONAL PLANS (IEP), request the child's IEP and handcarry it. Do not ship it in household goods.

FOR SPECIAL EDUCATION see the web address below under Detail/Record Listing.

SUPPLEMENTAL SECURITY INCOME (SSI) and SUPPLEMENTAL SECURITY DISABILITY INCOME (SSDI): If the soldier has a spouse or child with a disability, it is essential that they visit their local Social Security Office prior to coming to Germany. It is not possible to sign-up for SSI or SSDI while you are in Germany.

Additional information may be found on the Special Needs Network - see the web address below under Detail/Record Listing.

EMPLOYMENT READINESS PROGRAM (ERP) offers individual job search assistance, outreach to employers, employment workshops, job skills training and RESUMIX classes.

INSTALLATION VOLUNTEER COORDINATOR oversees the role of volunteers in the KMC, brings together potential volunteers and agencies that need their services and encourages cooperation and support of all volunteer referral and information points of contact. The IVC ensures that all volunteers are recognized and rewarded for their services.

THE OUTREACH PROGRAM provides services to families who have the greatest need but are least likely to seek and take advantage of services until they have reached a state of crisis. Needs assessments are completed during one-on-one home visits, network delivery, expanded outreach services, and satellite centers. Information support services and readiness assistance are provided to local units through Unit Service Coordinators. The Outreach

Program Coordinator is a liaison for the Community Connections program, which links Americans living on the economy with other Americans in their village or surrounding areas. The program manager coordinates the BSB Community Information Forum which brings an awareness to members of the KMC regarding programs, activities and agencies in the area. The Outreach Program includes the annual Holiday Toy Outreach Program and conducts an annual community needs assessment.

ARMY FAMILY TEAM BUILDING (AFTB) offers training to prepare soldiers, DOD civilians, and their families for the "Army way of life." This training improves personal and family preparedness, which enhances overall Army readiness. Classes are divided into levels teaching basic military customs and courtesies to leadership skills. "What's Next? A Guide to Family Readiness" is an excellent book offered by AFTB. It contains an introduction to a broad range of subjects, such as: benefits and entitlements, legal affairs, family assistance, financial affairs, relocation, the reserve component, and transition. When you stop by AFTB, be sure to ask for one of these books, and enroll in a class.

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|-------------------------------------------------------------------------------------------------------------------------|
| Name: Army Community Service |
| Address: 415th BSB |
| ATTN: AEUSG-KL-ACS, UNIT 23152 |
| City: 09227 |
| Phone: 0631-536-6476 |
| FAX: 0631-54385 |
| DSN Phone: 489-6476 |
| DSN FAX: 489-6591 |
| E-Mail: site1675@cmtymail.26asg.army.mil |
| WWW Link: http://www.kaiserslautern.army.mil/acs.htm |

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|------------------------------------------------|
| Name: Exceptional Family Member Program |
| Address: 415th BSB, ATTN AEUSG-KL-ACS |
| UNIT 23152 |
| City: 09227 |
| DSN Phone: 489-6476 |
| DSN FAX: 489-6591 |
| E-Mail: serpaj@cmtymail.26asg.army.mil |

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| Name: FOR SPECIAL EDUCATION |
| WWW Link: http://www.odedodea.edu/data/areasites.cfm?dodaa c=HE1280 |

| |
|------------------------------------------------------------------------------------|
| Name: Special Needs Network |
| WWW Link: http://mfrc.calib.com/snn |

Information and Referral

POISON CONTROL HELPLINE:

Telephone..... : 06371-62910

U.S. POSTAL OFFICE

POC..... : Station Officer

Location..... : Kleber, Bldg 3221

Landstuhl, Bldg 3766;

Miesau, Bldg 1345;

Vogelweh, Bldg 2012

Hours..... : subject to change

Comments..... : If there are more than five boxes to mail, call for an appointment.

Financial Assistance Programs

Financial Awareness:

There are several things which get families into financial problems in Germany.

The one that causes the most trouble is the use of the telephone. Unlike American phone service, there is a charge for local calls. Whenever you call someone you will pay for the call. The longer you talk the more it will cost. Calling long distance is even more expensive. There are several alternatives to using the German phone system for making long distance calls: calling plans, calling cards as well as five-digit prefixes. Be sure to check out all the options available.

Also when shopping on the German economy be sure to take along a Value Added Tax (VAT) form. Almost everything sold in Germany is subject to a 16% VAT or Mehrwertsteuer. Be sure to ask the merchant before you purchase goods if they will accept the VAT form. The forms can be purchased at the Tax Relief Offices at Kleber Kaserne, Pulaski, Landstuhl, Miesau, Sembach or Ramstein Air Base. The cost is \$4.00 each or \$30 for 10.

Please call ACS Financial Readiness Program for any needed financial assistance.

Emergency Assistance

ARMY EMERGENCY RELIEF (AER), a program that provides loans to soldiers, family members, retirees and ID card holders for such emergencies as: non-receipt of pay (no pay due); funeral expenses; lost or stolen funds; required travel for emergency leave; hospital expense when payment is required up front; repairs of essential POV; and disaster, such as fire or flood. All AER LOANS are no-interest LOANS that must be paid back. For more information contact:

POC:

AER LOCATION: Kleber Kaserne BLDG 3245

TELEPHONE: DSN 483-7333/8247 Civ: 0631-411-7333

THE AMERICAN RED CROSS provides rapid communication and reporting of personal and family problems, financial assistance for emergency leave, and disaster assistance. For more information:

POC: American Red Cross

LOCATION: Kleber Kaserne BLDG 3245

TELEPHONE: DSN: 483-8722/8702 Civ: 0631-411-8722/8702

After hours: 431-2334 or 0703-115-334

LOCATION: Landstuhl Regional Medical Center, Bldg 3794

TELEPHONE: DSN: 486-7298/8126 Civ: 06371-86-7298

Hours: Mon-Fri: 0800-1630

Single Member Services

Single Member Services

BETTER OPPORTUNITIES FOR SINGLE AND UNACCOMPANIED SERVICE MEMBERS:

Representative483-8289

BOSS is a structured program that represents the well-being of single soldiers and single parents through the chain of command. Offers advisory boards, recreational and information programs for single service members.

The following are some of the special events which the BOSS program participates in: the Morale, Welfare and Recreation rodeo, Battle of the Bands, tutoring programs, Special Olympics and the Bowl-a-thon.

Support Groups

Support Groups

The words SUPPORT GROUPS mean vastly different things to different people. And there are many in the KMC depending on the needs and desires of the community. If you have a special interest inquire to see if there is a support group, if not, start one yourself. For a good listing of groups, inquire with the Information & Referral Specialist at ACS or locate the USO "Kabel" and turn to the back pages. A brief listing follows.

ALCOHOLICS ANONYMOUS, AL-ANON,
ADULT CHILDREN OF ALCOHOLICS,
NARCOTICS ANONYMOUS, GAMBLERS
ANONYMOUS:

POC..... : Community Counseling Center
Location..... : Landstuhl, Bldg 3820 2nd floor
Telephone..... : 486-1710/8394/7360
Hours..... : Mon - Fri, 0700 - 1700
Comments..... :

ADOPTION:

Location..... : Landstuhl Bldg 3766 Rm 45
POC..... : Red Cross
Telephone..... : 486-7298/8126
Hours..... : 0800-1600

SINGLE PARENTS: POC.... : Family Advocacy
Location..... : Pulaski BLDG 2919
Telephone..... : 498-6711/6712
Hours..... : 0730-1630

FAMILY READINESS GROUPS (FRG):

Contact your military
members unit or POC.... : ACS
DEPLOYMENT/MOBILIZATION PROGRAM
Location..... : Pulaski BLDG 2891
Telephone..... : 489-7521
Hours..... : 0730-1630

Chapel Services and Programs

Chapel Services and Programs

Chapel services in Kaiserslautern include many different denominational services. Special function and event will be publicized locally. Also, a large number of English-speaking congregations exist on the economy. A complete listing is available from the Kaiserslautern Community Chapel.

The Religious Activities Centers located on Pulaski Barracks, Bldg 2919. The Phone number is 489-6739 or civilian 0631-536-6739.

Kaiserslautern Community Chapel Location:
Daenner Kaserne Bldg 3150
Telephone..... : 483-6083
Comments..... : Offers General
Protestant, Gospel and Seventh Day Adventist
services.
Hours.....: Call for schedule.

Pulaski Chapel Location: Bldg 2869

Comments.....: Provides General Protestant
and Apostolic services. Call the Religious Activities
Center for more information.

Pulaski Chapel Annex Location: Bldg 2880

Comments: Offers Islamic services. Call the
Religious Activities Center for more information.

Vogelweh Community Chapel Location: Bldg 2063

Telephone..... : 489-6859/7167

Comments..... : Provides General
Protestant, Korean Methodist, and Protestant Gospel
services.

Hours.....: Call for schedule.

Kapaun Chapel Location..... : Bldg 2781

Telephone..... : 489-6859/7167

Comments..... : Offers Church of God,
Episcopal Rite, Korean Full Gospel and Orthodox
services.

Hours.....: Call for schedule.

Landstuhl Chapel Location.... : Bldg 3773

Telephone..... : 486-8399/8143

Comments..... : Offers General Protestant,
Catholic and Full Gospel services.

Hours.....: Call for schedule.

Miesau Chapel Location: Bldg 1375

Telephone.....: 486-3899

Comments.....: Provides General Protestant
services.

Hours.....: Call for schedule.

Religious, Marital, Pre-marital Counseling POC:
Chaplain Location..... : All area
Chapels

Legal Assistance

Kaiserslautern Law Center is located in building
3212 on Kleber Kaserne, APO AE 09227.

The Legal Assistance Office consists of a professional, dedicated corps of well-trained and experienced attorneys and soldiers. Generally, all valid I.D. cardholders are eligible for legal assistance services. This office provides a full range of free legal services including military administrative matters, with the exception of in-court representation and criminal defense work. Examples of services offered: separation and divorce handouts and counseling, wills, notary services, Power of Attorneys, and counseling regarding German-American and NATO Status of Forces Agreement

(SOFA) rights. The Legal Center also offers free Income Tax Return preparation during tax season.

Telephone: DSN 483-8848, CIV 0631-411-8848
Hours: Monday, Tuesday and Wednesday 0900-1600, Friday 0900-1500
Attorney services are by appointment. Notarial services are on a walk in basis during the posted hours.

The Claims Office consists of a professional, dedicated corps of well-trained and experienced attorneys, civilians and soldiers. They can provide expert guidance, support and assistance filing claims for household goods, vehicles and other related services.

Telephone: DSN 483-8336/8414 CIV 0631-411-8336/8414
Hours: Monday, Tuesday, Wednesday and Friday 0900-1100/1300-1500

For detailed information and printable handouts, please see the Staff Judge Advocate web address.

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|------------------------------------------------------------------------------------------------|
| Name: Staff Judge Advocate |
| WWW Link: http://www.21tsc.army.mil/aerja |

Child And Teen Services

Child and Teen Services Overview

Please see the web address below under Detail/Record Listing.

The Kaiserslautern Military Community (KMC) is the largest overseas military community in the world and offers a wide variety of child and youth programs. The Army oversees the four center-based child development programs at Kleber, Miesau, Landstuhl, and Landstuhl "Appointment Care" which is an hourly care facility in the hospital. The Air Force operates the child development centers at Ramstein, Vogelweh, Kapaun, and Sembach. Family childcare is operated by the Air Force because all housing in the KMC is Air Force. For children 1st-5th grade, there are four school-aged services/school-age care sites: Landstuhl, Ramstein, Kapaun, and Sembach. The Army manages Landstuhl SAS and the Air Force administers the other three. All Army CDCs are accredited by the National Association for the Education of Young Children and are DOD certified with commendation. The SAS site is accredited through NSACA and is DoD certified.

For youth in grades 1-12, Youth Services at Landstuhl, Ramstein, Sembach and Vogelweh offers a wide variety of leisure and social, sports and fitness activities, mentoring and support programs. All four youth programs provide before and after school programs, summer and school vacation camps, field trips, dances, and special events as yearly scheduled activities. In addition, there are daily scheduled programs and events. Registered youths can participate in instructional classes such as ballet, piano, gymnastics, modeling, art, swimming, and martial arts. Organized sports programs such as flag football, soccer, wrestling, t-ball, baseball, softball, basketball, and cheerleading are also available as well as various "mini" sports camps.

A Middle School Program is available free of charge for 6th-8th grade students before and after school and also on the weekends.

For the older crowd, the Teen Center in Landstuhl provides an atmosphere where the teens can express themselves in a comfortable, relaxing center that is just for them. Teen's age 13-18 can spend time playing pool, watching movies, playing video games or surfing the web in our computer lab. Ramstein and Vogelweh also offer teen programs.

CHILD CARE FEES/WAITING LIST

Full Day care, Part Day preschool, and part day school age care are offered and fees are based on the family's gross income

Hourly Care is offered at \$2.50 per hour in the CDC's and \$2.00 per hour for care at SAS.

For children with special needs, all efforts are made to assist families in finding a program to accommodate them.

Infant, toddler, and pre-school care are offered and fees are based on the family's gross income. There is currently a waiting list for these.

School-age care is offered and fee is based on the family's gross income. This care is available (no waiting list currently exists).

YOUTH INFORMATION: Each year, the 415th BSB Child/Youth Services publishes a youth directory called the "KMC Youth Connection" which lists all the youth serving organizations in the KMC. A directory can be obtained at all area youth programs, Army Community Service, and area schools. A special "KMC Youth Connection" summer brochure is compiled each year and 8,000

copies are distributed throughout the KMC. Each KMC student receives a directory through the Military Postal Service. The summer brochure includes a listing of all summer programs offered and includes a calendar of events listing over 35 DOD agencies that offer youth programs, e.g. Girl Scouts, Boy Scouts, DARE, DODDS schools, MWR, Youth Services, Chapels, etc...

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| Name: Child Youth Services Division |
| WWW Link: http://www.kaiserslautern.army.mil/cysd/index.html |

Child Care Programs - on Installation

Child Care Programs - on Installation
CENTRAL ENROLLMENT FOR CHILDCARE
FOR ARMY Child and Youth Programs:
POC..... : Child and Youth Liaison, Education
and Outreach Services Location..... : Pulaski
Barracks, Bldg. 2898 Telephone.... : 489-6142/7197
or civilian 0631-536-6142
Hours..... : Monday-Friday 0900-1500 or by
appointment
Please see the Detail/Record Listing below for the
Website:
Email: sps@cmtymail.26asg.army.mil

The 415th BSB Central Enrollment office assists parents in finding childcare for children 6 weeks to 5th grade. The Central Enrollment office offers resource and referral services and can assist families in finding on and off post childcare options to meet each family's individual childcare needs. For registration, placement and/or waiting list questions or concerns contact the above office. Army childcare programs include full day center based care, part day center based care, school-aged services, playgroups, and supplemental child care option (ie. STACC site/VCCUS).

In addition, the Air Force operates several childcare facilities and all the family childcare in the community. Registration for Air Force programs is conducted at each Air Force CDC.

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|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name: Child Youth Services Division |
| WWW Link: http://www.21taacom.army.mil/Kmc/cysd/July%2000/index.html |

Child Care Programs - Community

See "child care on installation" for DOD childcare programs. CLEOS resource and referral can assist in

referral of civilian and private childcare programs, ie. Montessori schools, German Kindergartens, etc..., to include supplying phone numbers and addresses.

Things To Do - Clubs and Social

For ages 5-18, youth centers offer a wide variety of leisure and social activities. Landstuhl, Ramstein, Vogelweh, and Sembach's youth programs are some of the largest in Europe. All four programs provide before and after school programs, summer camps, field trips, dances, and special events as yearly scheduled activities. In addition, there are daily scheduled programs and events.

The Landstuhl School Age Services (SAS) is full of adventures for kids between 1st and 5th grades. Join us for SAS clubs: cooking club, journalism, nutrition and environmental, just to name a few. You can also learn about leadership by serving on the "Kids in Charge" council. Our activity rooms include woodworking, painting, clay, blocks and construction, dramatic play, science and discovery, and games. We even have a computer lab which is hooked up to the internet and a homework area with resources. The Landstuhl SAS is affiliated with the Boys and Girls Clubs of America.

Things To Do - Recreation and Sports

There are many activities in the KMC geared for youth. Team sports offered are soccer, basketball, baseball/softball, wrestling, flag football, and cheerleading. A wide variety of individual sports are offered in include: gymnastics, swimming, and martial arts. Sports mini-camps are offered year around.

In addition, there are several swimming pools, German sports clubs, and parks located within the KMC. Contact your local youth program for additional information.

Each area youth program compiles a monthly calendar of events, which is available at each youth center and is mailed out to registered youth. The 415th BSB (Army) publishes a "KMC YOUTH CONNECTION" youth directory and summer brochure each year which includes activities of all youth serving agencies in the community. 86th Services (USAF) publishes a monthly MWR publication called "Spotlight" that highlights the current programs for that month.

SPECIAL EVENTS: Some of the special events sponsored by Landstuhl Youth Services include: School's Out Block Party, Fashion Shows, Easter Egg

Hunt, Halloween Haunted/Happy House, Santa Calls and Delivery and Bike Rallies. Annual teen programs include Teen University, Journey to Adulthood (high school), Gateway to Tomorrow (middle school), Youth Effectiveness training, and the Youth to Youth Conference. Call Landstuhl Youth Services at 486-7281/8493, civilian 06371-86-7281 or other area youth centers for more information.

School Age Care

School Age Care before and after school program offers care to youth ages 6 to 11. To participate in any 415th CYSD school-age program, youth must first be registered at Army Central Enrollment at Pulaski Bks. For school-agers, 6-11 years old, the Landstuhl SAS program offers before school care (only), after school care (only), and before and after school care. Hourly care coupons are available for purchase for school age children to participate in recreation after school. Special events (known as "Super SAS" events) are open to all KMC registered school-agers and held twice monthly during the school year from 1830-2030. Army Central Enrollment at Pulaski Barracks handles all registration and waiting lists for the school-age. NOTE: Kindergarten programs are based at the CDCs. Five free hours are offered to youth ages 6-11 enrolled in the hourly care program.

ARMY School-Age Services Program:
 POC..... : School Age Services Director
 Location..... : Landstuhl, Bldg 3851
 Telephone.... : 486-7281
 Hours..... : Monday-Friday 0630-1800

AIR FORCE School-Age Services:
 POC..... : AYA Director
 Location.: Vogelweh Bldg 1057/Ramstein, Bldg 428
 Telephone.... : 489-6397/480-6444
 Hours..... : Varies at each center

ARMY CHILD CARE and SCHOOL-AGE SERVICES FEES:

Full Day is offered and based on family's gross income. Hourly care is offered at \$2.50 per hour. Special needs care is offered and based on family's gross income.

AIR FORCE CHILDCARE FEES VARY SLIGHTLY FROM ARMY CHILDCARE FEES.

Sponsorship and Support

YOUTH SPONSORSHIP: A Sponsorship Program is available for all incoming youth to assist them in adjusting to their new community. Youth are trained as "sponsors" and "hooked-up" with newcomers to show them around, help them meet new people and make them feel welcomed. To request a youth sponsor call Child and Youth Liaison, Education and Outreach Services at DSN 489-7197 or civilian 0631-536-7197. You may also send an email to Army Community Relocation Readiness at site1675@cmtymail.26asg.army.mil.

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|-------------------------------------------------|
| Name: Relocation Readiness Program |
| Address: 415th BSB, ATTN: AEUSG-KL-ACS |
| Unit 23152 |
| City: 09227 |
| DSN Phone: 489-6476 |
| DSN FAX: 489-6591 |
| E-Mail: site1675@cmtymail.26asg.army.mil |

Youth Employment

Youth employment opportunities are available in the KMC with the commissary, AAFES, and summer hire. Get a copy of the "KMC Youth Directory" after arrival for details and point of contact information.

SUMMER HIRE: The USAREUR "Summer Hire" program is a seven week community based employment program for youths ages 14-23. This program provides an excellent opportunity for young adults to begin to learn and develop work-related skills. Youth enrolled in the 415th BSB Army Program (Pulaski) are offered professional development seminars on subjects such as: communication skills, work relationships, conflict resolution, and resume writing. Youth work up to 40 hours per week. For more information contact Pulaski CPAC. See EMPLOYMENT chapter for telephone numbers.

AAFES HUMAN RESOURCE OFFICE:

The AAFES Kapaun Human Resource Office, Bldg 2783, offers jobs for youth ages 15 and up. Jobs available are cashier, cook, sales, and much more. For more information please call 489-7477.

Youth Centers

The Youth Centers in the Community offer a wide variety of activities for youth of all ages. Programs include community sports, instructional classes, open recreation and special parties for ages 5 to 18. In our

community there are both Air Force and Army Youth Centers and all youth can patron both services.

For Teens Only

For Teens Only

SCHOOLS:

All Department of Defense Dependents Schools are located near government housing areas. The school which you attend depends on where you live not where your parent/s work. Students who live on base walk to school; all others ride the bus at no cost.

DODDS schools are of equal quality and curriculum to the stateside schools. Kaiserslautern Middle and Ramstein Jr. High School have an inclusive academic and vocational educational program. The core program is supplemented with study skills and exploratory opportunities consisting of computers, industrial technology, art, home economics, intercultural/German, band, keyboarding, and chorus.

Kaiserslautern and Ramstein High School offer a full range of academic, career, vocational and fine arts classes. They also provide extra-curricular programs such as National Honor Society, Art Clubs, Student Council, SADD, Foreign Language Clubs, Future Business Leaders of America, Model United Nations, JROTC Drill Team, and various girls and boys Inter-Scholastic Sports Programs to include soccer, football, basketball, volleyball, track and field, wrestling, cheerleading and gymnastics.

The grading system used throughout the DODDS schools is: A-exceptional (90-100%), B-above average (80-89%), C-average (70-79%), D-below average (60-69%) and F-failing (0-59%).

Graduation requirements: 24 CREDITS. Language arts = 4, Mathematics = 3, Science = 3, Social Studies = 1.5, American History = 1, American Government = .5, Career = 1, Fine Arts = 1, Health = .5, Physical Education = 1, Computer = 1, Electives = 4.5 and Second (foreign) language = 2.

The DODDS schools standing for Standard Academic Testing (SAT) in relation to stateside schools is as follows: The math scores for 1998 for the district of Kaiserslautern - 511, DODDS - 505, and National - 512; the verbal scores are 532, 511 and 505. The higher the score is means the better the performance in those areas.

DRESS CODES:

There is not a formal dress code, but it is being considered by some of the schools. Student's attire should not be a distraction to the normal educational process. Dress should be in accordance with the standards established by the Kaiserslautern Community Commander. Stocking and bare feet are prohibited for sanitary and safety reasons. The following list is of examples of INAPPROPRIATE attire: short shorts; bicycle pants; mesh/"see-thru" tops; tops that expose bare midriffs; clothing, buttons, patches etc., with obscene, vulgar, or drug-related messages. (The school administrator reserves the right to decide what clothing is appropriate.) Head coverings, including bandanas, are not allowed to be worn inside school buildings or facilities during the school hours and at school-sponsored activities. Infractions of this policy will result in disciplinary action.

EMPLOYMENT/VOLUNTEER OPPORTUNITIES:

Youth employment opportunities are available in the KMC with the commissary, AAFES, and summer hire. Get a copy of the "KMC Youth Directory" after arrival for details and point of contact information.

SUMMER HIRE: The USAREUR "Summer Hire" program is a seven week community based employment program for youths ages 14-23. This program provides an excellent opportunity for young adults to begin to learn and develop work-related skills. Youth enrolled in the Army Program (Pulaski) are offered professional development seminars on subjects such as: communication skills, work relationships, conflict resolution, and resume writing. Youth work up to 40 hours per week. For more information contact Pulaski CPAC. See EMPLOYMENT chapter for telephone numbers.

AAFES HUMAN RESOURCE OFFICE:

The AAFES Kapaun Human Resource Office, Bldg 2011, offers jobs for youth ages 15 and up. Jobs available are cashier, cook, sales, and much more. For more information please call 0631-3504092.

Non-appropriated fund (NAF) jobs are open to youth 16 years of age and up. NAF positions are available at the local childcare centers and clubs.

The NAF Office is located in Bldg. 2925 at Pulaski Barracks and the telephone number is 489-7229/7341.

DRIVER'S LICENSE:

Unlike in the states, the age requirement to obtain a driver's license and operate a privately owned vehicle is 18 years old.

If you are an ID cardholder and have a stateside driver's license, you are required to take the driver's orientation class, the written driver's exam, road test and eye exam.

If you do not have a stateside driver's license, you must complete a local driver's training class on the economy at your own expense. The cost for a German driver's license is 1278 Euro. Once you've obtained your driver's license, you may transfer it to a USAREUR driver's license. The only requirement is to take the driver's orientation class and pay a fee of \$10.

To obtain a copy of the driver's study manual, you can download it from the website below.

YOUTH SERVICES PROGRAMS:

KMC Youth Centers offer many programs especially for teens. These include sponsorship, teen councils, computer labs, fashion shows, dances, and other special events. Each location has a separate building dedicated for teen use only. Contact your local youth center for further information.

The Search Institute's framework of "Developmental Assets" are the essential building blocks all youth need in order to grow up as healthy, competent, and caring persons, is used as the core of all youth programs sponsored by the 415th BSB. The four external assets categories are: support, empowerment, boundaries and expectation and constructive use of time. The internal assets are commitment to learning, positive values, social competencies, and positive identity. This framework goes beyond the traditional "Just Say No" approach and gives youth many opportunities to say "yes" by providing them with positive activities and experiences through which they can contribute to their community and world. It is our belief that when youth have enough assets, they are more likely to lead productive, positive lives and are less likely to make harmful decisions or engage in "at risk" behaviors, ie. drug/alcohol use, violence, and sexual involvement.

The "KMC YOUTH CONNECTION" a community partnership for youth, coordinates several programs exclusively for teens and is comprised of over 35 DOD sponsored agencies that have joined together to

provide programs and services for youth. Together, they provide a diversified and well-rounded program for youth and their families. Two publications are available from the Youth Connection. One, the Youth Directory, is a listing of all participating organizations, including point of contact, telephone/fax numbers, addresses and synopsis of services. The other, a summer youth events schedule, is published in May. This past summer 8,000 brochures were printed and distributed through the DODDS schools. SEE LISTING BELOW FOR SOME OF THE YOUTH CONNECTION PROGRAMS FOR TEENS:

TEEN DISCOVERY: Sponsored by the Department of the Army this program is held annually during the month of July in the US. Teen Discovery is designed to assist teens in focusing on the teen issues most prevalent in their communities and what they can do to help resolve those issues. One teen and one Youth Services Staff member are selected to attend from each USAREUR Community. A USAREUR Teen Discovery is held as a follow-up which provides USAREUR teens the opportunity to practice the facilitation skills they learned in the US to teach other teens as well as learn to deal with issues unique to the European Community.

"JOURNEY TO ADULTHOOD" PROGRAM WORKSHOPS: "Journey into Adulthood" is an Educational Program that focuses on preparing students in grades 10-12 for entry into the adult world. The program's focal point is to address developmental and social issues and topics that are of interest to teens. The program contains elements that involve problem solving skills, team work, experiential learning and recreation/sports activities. Each year the program has a particular theme. During the past two years "Journey" has focused on Health issues and Workforce Preparation. Students are given the opportunity to vote for the topics they would like covered and on the day of the program they are allowed to choose which four sessions out of six they wish to attend. The 415th BSB CYSD, ASACS, Army and Air Force FAP, and Air Force Youth Programs jointly sponsor this program. This program is held every January and takes place in the Landstuhl Teen Center. Information and packets for the program are available at the DODDS counselor offices and in the ASACS office in the school. The program is free of charge and all participants receive training certificates plus T-shirts. As a follow-up to the workshop, several lock-ins will be scheduled throughout the year. These lock-ins offer refresher training and provide a planning opportunity for the next years' workshop.

GATEWAY TO TOMORROW: An annual workshop conducted for students in grades 7-9. The program provides participants and introduction to concepts and issues related to their developmental stage and growth. Similar to "Journey to Adulthood" Program, youth select the topics they wish to learn. This program is held during the month of March in the Landstuhl Teen Center, Bldg. 3819. The participants completing this free workshop will be given certificates and T-shirts. This program is a partnership event with CYSD, FAP, AND ASACS. DODDS counselors distribute and collect application forms for the program.

TEEN UNIVERSITY: Held annually in October, this event provides positive interaction among KMC teens and a forum for determining the importance and impact of issues on their lives. Teen University provides teens the opportunity to participate in sessions on human relations and communication, finances, health, and employment. Topics for each year's program are selected by teens and teens serve as facilitators for the day's sessions. Teens are also addressed by an international entertainer who focuses on teen issues and provides healthy insight for the students.

PARENT UNIVERSITY: This event provides parents with information on responsibly raising their children. It includes child development information in order for them to better understand the life processes affecting their children as well as information about social issues affecting their own lives. This is an annual event held in April during the Month of the Military Child. This program provides parents information on parenting their teens.

PROMISE PASSPORT PROGRAM: Promise Passport promotes individual and group volunteer participation through established Child and Youth Services Programs and collaboration with various installation and community organizations. The program's main message is to promote selfless service.

RED RIBBON CAMPAIGN: This Campaign is conducted during the month of October to promote both the awareness and prevention of drug and alcohol abuse. In addition to the disbursement of red ribbons and information throughout the community, organizations join together in hosting activities that will heighten awareness of the ongoing fight against substance abuse. The high point of the campaign is the luncheon, at which an international speaker sends home the "drug free" message.

YOUTH TO YOUTH PROGRAM: The Youth to Youth Program is designed by teens that are proud to make their choice drug-free. By being actively involved in planning and decision making, Youth to Youth teens take ownership and responsibility for the program. By being together, teens benefit from the positive peer support they give to each other. Although Youth to Youth's main purpose is to prevent drug and alcohol use, it provides them with a positive peer support group. The USAREUR Conference, usually scheduled for March or April of each year, brings Youth to Youth leaders from the US for 2 days of fun and learning. Participants will join in the community planning sessions, family team building activities, workshops and fun events such as a dance and variety show. The goal: "Making the right choice - right now."

SCHOOL MENTORING PROGRAM: The DODDS schools in the Kaiserslautern District and the 415th BSB have joined in a partnership effort to provide volunteer mentors to assist in preparing students to meet the social, emotional, and academic demands of the future. Volunteers are matched with students in need of extra guidance and will receive training to support and enhance their mentoring skills. Volunteers will submit a background check to the US Forces Police Department. Volunteers will spend one hour a week with their students in the academic setting of school. Army officials support the mentoring program and liberal leave policies will be in effect.

TEEN BABY-SITTER TRAINING AND RESOURCE REFERRAL: The CYSD Supplemental Services Program maintains a referral list of certified baby-sitters. All baby-sitters on the referral list are Red Cross certified. Certification classes include training in the characteristics of children, selecting appropriate toys and games, supervision of children, accident prevention, emergency action and basic care/feeding. Classes are held on a regular basis at various locations. For more information on babysitter training and referral, contact Supplemental Programs and Services at 489-7197 or Civ 0631-536-7197.

RED RIBBON CAMPAIGN: This campaign is conducted during the month of October to promote both the awareness and prevention of drug and alcohol abuse. In addition to the disbursement of red ribbons and information throughout the community, organizations join together in hosting activities that will heighten awareness of the ongoing fight against substance abuse. The high point of the campaign is

the luncheon, at which an international speaker sends home the "drug free" message.

RELIGIOUS SERVICES:

The following are some of the youth religious activities available in the KMC. YOUTH GROUPS - this is where the groups participate in bible study, social activities, trips and some community service projects. "Vision", "Destiny I and DESTINY II", "Images", "Choices", are some choices available.

VACATION BIBLE SCHOOL - is held one time each year for all age groups.

CHOIR - many to participate in throughout the community churches.

SUNDAY SCHOOL/RELIGIOUS INSTRUCTION - held regularly throughout community churches.

SEE RELIGIOUS ACTIVITIES FOR LISTING OF CHURCHES AND INFORMATION.

SAFETY ISSUES/CURFEW HOURS:

On all military installations, the curfew for children up to 16 years of age is 11:00 PM Sunday through Thursday and 12:00 AM on Friday and Saturday.

In the event that curfew is broken, the Military Police (MP) will transport the minor to the MP station and then call the parent/s to have them picked up.

| |
|--------------------------------------------------------------------------------------------|
| Name: Driver's Manual Study Guide |
| WWW Link: http://rmv.hqusareur.army.mil |

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|------------------------------------------------------------------------------------------|
| Name: KAISERSLAUTERN MILITARY COMMUNITY SCHOOL DISTRICT |
| WWW Link: http://kais-dso.odedodea.edu |

Survival Tips For First Termers

Survival Tips for First Termers Overview

Moving with the military is a chance to meet new people who may become lifelong friends. Learning to become involved with the military lifestyle and language is a great way to prepare yourself for an enjoyable tour. One way to learn about the military, (for family members), is through Army Family Team Building classes. Army Community Service will be able to assist you. A way to learn about the KMC is by reading this SITES carefully. And finally, a great way to learn about the German language and culture is to visit your local library and check into videos, language tapes, books, and the Internet.

See Household Goods In-Bound Shipments section for a listing of recommended items to bring and store.

Following are some survival tips to help you and your family as you face opportunities and challenges with today's military lifestyle.

Before You Move

As soon as you receive your orders, visit the Relocation Program at Army Community Service (Family Center) at your installation. They have an extensive array of services and resources available for you including this SITES booklet, information and classes on planning a move, a lending closet, etc....Learn as much about your new duty assignment and community as possible before arriving. Research, research, research....possibly try to find someone who has lived in Germany or the KMC before, and ask lots of questions.

Request a sponsor from the Sponsorship Gateway to Europe Program. Please see the web address below under Detail/Record Listing or contacting your gaining unit. Your sponsor will be a vital link to your new home. They can send you specific information on your new duty location and community, assist you when you arrive, and help you find out about temporary housing before your arrival.

Contact the Transportation Management Office Household Goods section for an appointment with a counselor to schedule your household goods move.

If you are living in government or economy housing, notify your landlord, rental agent or Housing Office of your permanent Change of Station (PCS) and anticipated date of departure. If there is a military clause in your lease, you must give this notification in writing.

If you get married before you PCS, you must inform your commander and follow the procedures exactly as you are given them. The military WILL NOT PAY for travel and housing of your spouse if you do not follow proper procedures. Also, ensure your family members are screened for the Exceptional Family Member Program.

| |
|------------------------------------------------------------------------------------------|
| Name: Sponsorship Gateway to Europe Program |
| WWW Link: http://www.1perscom.army.mil |

After You Arrive

Contact the Relocation Manager at ACS. They will have all the information you'll need once you arrive at your new duty station. Housing availability, how to register your children in the Department of Defense Dependent schools, and can also arrange appointments with the Employment Assistance Specialist for your spouse.

Contact the housing office BEFORE making any arrangements for civilian housing. Rental/lease agreements are extremely important and are sometimes complicated. Also, contact Household Goods Inbound Section of your new address and check on the status of your household goods. When you obtain private or government quarters and your household items have not arrived, ACS will loan you pots and pans, dishes, small appliances, etc.

Most importantly, help is just a phone call away DSN 489-6476. If the Relocation Manager does not have the answer, they will find out. The ACS Relocation Office wants to make your permanent change of station as smooth as possible.

Reporting Procedures

If you need assistance contact the Central Processing Facility at DSN 483-7372/8342. A shuttle bus departs the Frankfurt/Rhein Main Terminal daily. Pets must ride in the bus luggage bin on the underside of the bus. See the "Must Know Items" section.

Travel Planning

Learn as much as you can about your new assignment. The SITES program at your relocation Assistance Program Office at ACS will do a great job assisting you with settling into the KMC.

Once you receive orders, go directly to the Traffic Management Office passenger section to set up your

travel arrangements and make an appointment with the household goods section to pack and ship your personal belongings.

Banking is not a problem since there is a bank and credit union in the KMC with several locations. Inquire on how to open a new checking/saving account at your new assignment. Do not close your stateside accounts at this time. There are ATM machines available to access funds along with the local banking facilities.

Concurrent travel is when dependents are authorized to accompany the military member to their next duty station. Authorization is required from the gaining installation.

Vehicle Ownership

The procedures for vehicle processing can be located in "Relocation Services - Inbound POV" or by calling Kapaun Air Station DSN 489-7750 for assistance.

Housing and Billeting

Contact your sponsor immediately. Billeting arrangements can be made through Central Reservations and should be done as soon as possible. "See Housing Category."

Money Matters

Budgeting should be a part of your financial plan. If you haven't budgeted for an eventful move, begin today putting some money away for your upcoming move (roughly three months pay to be safe). Contact your Finance Office Travel Section representative to discuss advance pay and travel funds (remember that advance pay must be repaid). And also see your ACS to speak with the Relocation Assistance Program Manager and the Consumer Affairs and Financial Assistance Program Manager for guidance.

At A Glance

Facility/Services Summary

| <i>--Officer and Enlisted Population--</i> | | | |
|--------------------------------------------|-------|------------------------------------------|-------|
| Active Duty Officer | 3050 | Active Duty Warrant Officer | 460 |
| Guard Reserve Officer | 27 | Guard Reserve Warrant Officer | 0 |
| Retired (Officer and Enlisted) | 1000 | Foreign Service Officers | 0 |
| Active Duty Enlisted | 10228 | Guard Reserve Enlisted | 120 |
| Foreign Service Enlisted | 0 | | |
| <i>--Civilians--</i> | | | |
| Civil Service | 2500 | Wage Grade | 160 |
| Non-Appropriated Funds | 620 | Family Members -on and off Installation- | 28403 |
| <i>--Family Services--</i> | | | |
| Family Centers | 3 | Teen Centers | 4 |
| Child Day Care | 8 | Family Child Care Certified Homes | |
| Total Child Capacity | 960 | Total Child Capacity | |
| Average Waiting List Time -Months- | 6 | | |
| <i>--Other Services--</i> | | | |
| Commissary | 3 | Exchanges | 2 |
| Shoppettes | 9 | Gas Stations | 5 |
| Movie Theaters | 5 | Banks and Credit Unions | 5 |
| McDonalds/Burger King | 3 | Other i.e. Exchange concessionaires | 23 |

Education Summary

| <i>Name</i> | <i>Numbers</i> |
|-----------------------|----------------|
| Elementary School | 10 |
| Jr High/Middle School | 4 |
| High School | 2 |

Local Community Summary

| <i>Type of Housing</i> | <i>Avg.</i> | <i>Low</i> | <i>High</i> |
|-----------------------------|-------------|------------|-------------|
| Apartment Rent | 700 | 450 | 1200 |
| House Rent | 850 | 500 | 1300 |
| House Price - Single Family | 0 | 0 | 0 |
| Townhouse/Condominium Price | 0 | 0 | 0 |

Medical and Dental Summary

| --Medical Facilities-- | | | | | |
|-------------------------------|---|------------------------------|-----|------------------|---|
| Medical Treatment Facilities | Y | Number of Beds | 300 | Medical Clinic | 1 |
| Alcohol | Y | Allergy | Y | Audiology | Y |
| Cardiology | Y | Coronary care | N | Dermatology | Y |
| Dietary | Y | Emergency room | Y | Endocrinology | Y |
| Family Practice | Y | General surgery | Y | Gynecology | Y |
| HIV Unit | Y | Hematology | Y | Immunization | Y |
| Infect Disease | Y | Intensive Care | Y | Laboratory | Y |
| Mental Health | Y | Neonatal Intensive Care Unit | Y | Nuclear Medicine | Y |
| Nephrology | N | Neurology | Y | Neurosurgery | Y |
| Obstetrics | Y | Oncology | Y | Ophthalmology | Y |
| Optometry | Y | Orthopedics | Y | Otolaryngology | Y |
| Pathology | Y | Pediatrics | Y | Physical Therapy | Y |
| Podiatry | Y | Primary Care | Y | Radiology | Y |
| Rheumatology | Y | Urology | Y | | |
| --Dental Facilities-- | | | | | |
| Dental Clinics | 3 | Adolescent | Y | Endodontics | Y |
| General Dentistry | Y | Oral Surgery | Y | Orthodontics | Y |
| Pedodontist | Y | Periodontics | Y | | |

Relocation and Support Services Summary

| --Military Clubs-- | | | |
|--------------------------------------|---|--------------------------------|---|
| Officers Club | 3 | Non-Commissioned Officers Club | 3 |
| Enlisted Club | 3 | | |
| --Recreation-- | | | |
| Arts and Crafts | 1 | Automobile Hobby Centers | 4 |
| Bowling Centers | 3 | Recreational Centers | 2 |
| Libraries | 7 | Music and Theater Locations | 3 |
| --Physical Fitness/Sports-- | | | |
| 9 Hole Golf Courses | 0 | 18 Hole Golf Courses | 1 |
| Gyms/Physical Fitness Centers | 7 | Jogging Paths | 3 |
| Tennis Clubs/Courts | 4 | Tennis Courts - Lighted | 1 |
| Swimming Pools - Public | 0 | | |
| --Nature/Outdoor Activities-- | | | |
| Outdoor Recreation Centers | 2 | Campgrounds | 0 |
| Fishing Areas | 0 | Horse Stables | 0 |

APPENDIX

Disclaimer

Presentation of direct or indirect links to products, services or vendors does not constitute endorsement by the Department of Defense. We have provided links to these sites because they have information that may be of interest to our users. These links are presented for informational purposes only. You are encouraged to thoroughly investigate and evaluate items of interest prior to entering into contractual obligations.